Inventory Tracking - 3120

Ellipse EAM 9.0
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Inventory Tracking

The Inventory Tracking module is used to track inventory items - whether they are in storage, in transit, or have been issued. Inventory items can be tracked by equipment number, by an allocated serial number or by quantity, which provides visibility over these items.

The benefits of using this module include expanding the Supply Customer Account capability to allow stocktaking, consuming and writing off the holdings of the customers, the ability to manage loans of inventory items, and to recall individual items from your supply customers.

A supply customer account can be set up to allow requisitioning of goods on behalf of a group. You can use this account to identify where goods are being requisitioned, held, written off and/or consumed. Supply customer accounts are linked to Position Management positions, which can be permitted to create requisitions, restricted to a specific group of users, and linked to form a hierarchy.

To support tracking, the Inventory Tracking module is integrated with the Stores module to ensure that the number of tracking references held (or being transacted) balances with the quantity of stock on hand (or transaction quantity). To track items by equipment number, the Equipment Register module must be installed. To track items by serial number, any locally assigned (or manufacturer-assigned) tracking reference is used. To ensure that where entitlements exist, supply customers do not exceed allocated entitlements in terms of stock holding or stock consumption, the Inventory Tracking module integrates with the Entitlements module. All stock needs to be held at bin level (Stock at Bin).

The following functions are available within the Inventory Tracking module:

- Visibility of tracked items at all times, whether in inventory, on issue, on loan or in transit
- Entry and validation of tracking references (equipment number or serial number) on all stock movement transactions
- Recording of the history of the movements of individual items
- Transferring items between custodians or locations while on issue
- Enabling the consumption or write-off of stock on issue
- Processing loans, including matching loan requests to available stock and/or to items currently on loan and due to be returned
- Tracking of stock items in bulk by quantity

Items that are to be tracked are recorded in the Catalogue with the tracking indicator that determines if the item is to be tracked by:

- Quantity
- Equipment number

**Note:** Items tracked by equipment number must be recorded in the Ellipse Equipment Register (**MSE600**)

- Serial number
- no tracking

Glossary

These terms are in common use throughout this module:

- Consume Stock
- Direct Delivery Purchase Order
- Equipment Number Tracking
- Loan Requisition
- Quantity Tracking
• Recall Requisition
• Serial Number Tracking
• Supply Customer Account
• Write-off Stock

Diagram

The Inventory Tracking diagram represents the Inventory Tracking processes.

Reports

Report and batch processes are available within Ellipse EAM, which allow you to access additional information and perform batch update activities.

To see a description of these reports, refer to the Inventory Tracking Reports.

The following report, which belongs to other Materials modules, can be useful:

• MSR150 - Receiving Report. This report can be used to record tracking references.

Note: For information on how to generate a batch job or report, refer to Reporting.
Inventory Tracking provides visibility of nominated items in inventory on issue or loan to an employee or supply customer and when recorded in a Transport Consolidation waybill. Items uniquely identified by equipment number or manufacturers serial number are tracked from location to location. Tracking of bulk quantities is also supported.

The ability to record tracking details for stock movements relating to waybills (if the Transport Consolidation module (3155) is installed) for example, issue into waybills, receipts out of waybills.

Facilities to receive loan requests, match requests to available stocks and to expedite the return of items on loan.

The **Inventory Tracking** module works integrally with the **Category Management** facility of the Warehouse Management module (3190) and the Entitlements module (3370).

**Additional Information**

For the item to be tracked by equipment number the item must be recorded in the Equipment Register.

Inventory tracking details must be entered on receipt of uniquely identified items.

Issues, returns, transfers and repairs of items are recorded similarly.
Issue transactions update the holdings of the requisitioner. Returns to inventory and repairs decrement the supply customer/employee holdings.

The supply customer transfer and the stock count/write off functions provide the ability to adjust holdings as a result of transfers to other supply customers/employees or write offs.

The Loan Manager can determine the stock available to satisfy the loan request by taking into account current stocks, other requests and expected loan returns.

Authorisation of a loan request causes the system to produce a picking slip for issue processing as normal. Issue of a loan item updates loan details both at the issuing warehouse and for the supply customer or employee.

The return of overdue loans is prompted by follow up reports.

Items that are also batch lot managed (if the Warehouse Management module (3190) is installed) are held against their batch lot for the supply customer or employee.
The diagram below represents the levels of information for which stock details can be held for an item. The levels are global, district, warehouse, bin, category, condition, batch lot, use by date and tracking reference.
Inventory Tracking - 3120

GLOBAL

District: Main
50 Water Pumps

Warehouse 1
30 Water Pumps

Bin 1
Qty 20

Cat.
SV - Qty 15

Cat.
DP - Qty 5

CD
NW - Qty 8

CD
US - Qty 7

Lot 1
Qty 2

Lot 2
Qty 5

Bin 2
Qty 10

Cat.
SV - Qty 4

Cat.
DP - Qty 6

Bin 1
Qty 10

Cat.
SV - Qty 4

Cat.
DP - Qty 4

Bin 2
Qty 10

To issue or locate this item specify the following:
Water Pump - Main, Warehouse1, Bin 1, SV, US, Lot 2, 31/12/01, T Ref. 2

To search for this item specify the following:
Water Pump and T Ref. 2

Note:
Qty is Quantity
Cat is Inventory Category, CD is Condition Code
Lot is the Batch Lot
31/12/02 is the use-by date
T Ref is the tracking reference (serial number or an equipment number)
Loan Management

As a function of Inventory Tracking, Ellipse EAM can manage loans. Loans are quantities of items issued from the store to a supply customer or employee and are expected to be returned to the store by a given date.

Additional Information

The loan duration must be entered. These requests are shown as due out on the warehouse and due in on the position where the items are to be loaned.

Picking slips for loan requisitions are not printed immediately. These special requisitions are held for authorisation by the loan manager associated with the loan category on the DM table file.

The search path to determine where the item goes for approval is:

- If the requisition is created with a category, the DM table file is checked for the district and category (example, ACMESV) - this is used regardless of whether the item is category managed.
- Check for a global category record on the DM table file (for example, SV).
• If a DM table file entry is not found, check for an inventory controller for the item.
• If a DM table file entry or inventory controller is not found, give an error for the item, as it cannot be sent anywhere for authorisation.

The loan manager uses the forecast loans screens (MSM12DA/MSM12DB) to forecast the availability of stock to satisfy the loan requirement. This process uses details of the stock on hand, loan requests due out, loans due back, the date required shown on the loan request and the loan duration to forecast availability. A 'what if' analysis can be performed and once satisfied, the loan requisition can be authorised in this process.

Having determined stock availability by other than the forecast process, the loan manager uses the MSEAPM - Approvals Manager screen to authorise the request.

If the date required or loan duration for the loan requisition is modified after the requisition has been approved, the requisition becomes unauthorised and will require approval using the MSEAPM - Approvals Manager screen. In this case, the loan requisition items will not require approval.

If an item on an authorised loan requisition is modified, that item becomes unauthorised and will require approval through either the MSM12DA - Forecast Loan screen or the MSEAPM - Approvals Manager screen.

Authorised requisitions become eligible for picking. Picking slips are printed or consolidated in accordance with normal processing rules.

Issue of the loan requisition causes Ellipse EAM to decrement the warehouse stock on hand, increment the loan SOH and the due out of the requesting supply customer or employee and automatically create a loan return record on MSF140/MSF141.

When the item is returned, the loan return is processed using the MSM142A - Issue Requisition screen similar to a credit requisition.

Short term or loan transfers between supply customers and/or employees can be used to loan stock. The short term transfer is processed using MSM12GA - Supply Customer Stock Transfer Request Menu screen.
Configuring Inventory Tracking

Within Ellipse EAM there are two areas in which configuration activities must be performed before the Inventory Tracking module can be used. These areas are:

- System Controls
- Table Files

Use of the Inventory Tracking module also depends on the configuration of a number of table files. For a full list, refer to the `Maintain Table Files` system activity.

Business Rules

The following business rule governs this process:

- The Position Management module must be installed.
- Requisitions for inventory tracked items cannot be preposted.
Configure System Control File

Use this activity to create settings for the system control file that will affect how Inventory Tracking is run for your organisation. The Inventory Tracking module needs to be flagged as installed.

System control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook, and any changes are recorded along with supporting comments on reasons for the change. Security access to change system control settings is normally limited to the system administrator.

Activity Steps
1. Access MS0001 - System Control File Maintenance.
   The MSM001A - Maintain Systems Control File screen displays.
2. Select Maintain System Controls in the Option field.
3. Select Submit.
   The MSM000A - Modify Modules Installed screen displays.
4. Click Submit until the 3120 Inventory Tracking module displays.
5. Enter data in the following field:
   Installed (enter Y)
6. Select Submit.
   The MSM001B - Maintain Systems Control File (Cont.) screen displays.
   Click Submit until the MSM001D - Maintain Systems Control File (Cont.) screen displays.
7. Enter data in the following fields:
   Inventory Controller Security
   Allow Issue in Excess of Holdings
   Equip Loc Invent Track Integration Flag
8. Click Submit until the MSM001F - Maintain Systems Control File (Cont.) screen displays.
9. Enter data in the following fields:
   Last Supply Customer Transfer Number
   SCA Security
   Last Individual Entitlement Number
   SCA/Employee Flag
   If Fixed Assets is installed:
   SCA Default FAR District
10. Enter data in the relevant fields to indicate if a transfer of stock can occur between different supply customer account types:
    From/To
    To transfer stock from a supply customer account type to another supply customer account type, enter Y (Yes) under the relevant row and column.
    Enter N (No) if you do not want to allow such transfers.
11. Select Submit.
    The MSM001G - Maintain Systems Control File (Cont.) screen displays.
12. Select Reset to exit.
Configure District Control File

Use this activity to configure the district control file settings for the Inventory Tracking module.

District control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook and any changes are recorded along with supporting comments on reasons for the change. Security access to change district control settings is normally limited to the system administrator.

**Activity Steps**

1. Access **MS0001** - System Control File Maintenance.
   - The **MS0001A** - Maintain Systems Control File screen displays.
2. Select **Modify District Controls** in the **Option** field.
3. Enter data in the following field:
   - **District**
4. Select **Submit**.
   - The MSM00BA - Modify District Control Information screen displays.
5. Click **Submit** until the MSM00BD - District Control Information screen displays.
6. Enter data in the following field on the Requisitioning tab:
   - Intransit Visibility Issues
7. Select **Submit**.
   - The MSM00BG - Modify District Stocktake Control screen displays.
8. Select **Reset** to exit.
Maintain Table Files

Table files need to be maintained as a part of the configuration of this module.

For information on how to maintain a table file, refer to Maintaining Table Files. Normally, you only need to maintain client-defined table files, not Mincom-defined table files. Ellipse EAM security determines your ability to maintain table files.

Select an item below to see the table file description and its associated values (if applicable):

- N0-N9 - Serial Number Descriptive Codes
- Supply Customer Account Type
- SCBU - Supply Customer Business Unit
- SCOT - Supply Customer Owner Type
- SCXF - Supply Customer Transfer Rules
Maintaining Inventory Tracking

Stock items can be set up to be tracked by either an equipment number or a serial number. This means that whenever a stock movement of these items occurs, an equipment number or a serial number must be entered as part of the stock movement. A third tracking method is by quantity, which does not involve entry of tracking references during stock movement transactions.

In order to track an item by equipment number, the Equipment Register (3601) module must be installed and the equipment number must exist in the register.

You can pre-load tracking references for stock receipting. For equipment tracked items, the equipment register should be completed. For serial numbers the serial number can be created using \textit{MSO1TL} - Pre-load Tracking References and additional classification details loaded using \textit{MSM12BA} - Maintain Serial Reference No Classification Information prior to the serial actually being receipted.

If the Warehouse Management (3190) module is installed and a stock item is subject to category management or shelf life/batch lot management, the tracking details are recorded at that level. If the Transport Consolidation (3155) module is installed, issues, receipts, and movements involving waybills require tracking details to be entered for tracked items.

When entering a serial number, you can record classification information if Table File N0 - N9 has been set up. This table provides ten generalised user defined classifications of serial reference numbers.

Business Rules

The following business rules govern this process:

- Inventory items that are tracked must be identified as tracked items in the supply Catalogue.
- Equipment references used as tracking references must first exist in the equipment register.
- The decision whether an item is equipment tracked or serial number tracked depends upon the use of the inventory item. If you intend to collect the costs of work performed on that item such as repairs and servicing, it must be an equipment item, recorded on the Equipment Register, and tracked by equipment number.
- Ellipse EAM does not enforce the identification of tracking references during stock movements, therefore the correct completion of these transactions, including tracking references, is up to the user.

Related Activities

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Further Information - Maintaining Inventory Tracking

Functional Description

Items flagged in the supply catalogue (MSF100) are subject to inventory tracking. A unique serial number or equipment reference can be recorded against stock items. Items can also be tracked in terms of total quantity.

Transaction Information

The Equipment Register module must be installed to track stock items by equipment reference.

Whenever a quantity of tracked stock is moved, the tracking references that comprise that quantity must be recorded to specifically identify that quantity.

Within a warehouse such movements include purchase order receipts (including inter-district transfers), receipts of in-transit stock (including off-site receipts and inter-warehouse transfers), issues of stock (to a requisitioner other warehouses or other districts) stock counts, bin transfers. Otherwise details are only recorded against a bin location. The batch lot and shelf life details are also recorded for a supply customer or employee where applicable.

If the Transport Consolidation module (3155) is installed, issues, receipts, and movements involving waybills require tracking details to be recorded for tracked items.

Stock holdings of tracked items recorded against an employee or supply customer are also identifiable by the unique tracking reference. Movements, including transfers between supply customers or employees, stock counts and write offs must have the tracking details recorded.

For stock in transit, the tracking details are recorded against the inter-district purchase order number, the inter-warehouse requisition number, the waybill number (if the off-site receipt facility is in use), or the warehouse requisition number (if deferred posting is in use). If waybills are used, the tracking details are recorded directly against the waybill items.

If the Repairable Item Management module (3390) is installed, repairs are classed as in transit, either onto a repair recommended order then onto a repair purchase order or straight onto a repair purchase order.
Maintain Serial Reference Number Classification Information

Use this activity to enter serial reference number classification information for an item that is tracked by a serial number. In order to enter this information, Table Files NO - N9 must be set up. Serial number classification information is set up using the MSM12BA - Maintain Serial Ref No Classification Info screen or the first time that a stock movement occurs for the tracked item. When items are received into the warehouse, action codes from the MSM125A - Maintain Inventory Tracking Details screen can also be used to maintain serial reference number classification information.

This activity assumes that serial reference number information for the stock item is being set up using the MSM12BA - Maintain Serial Ref No Classification Info screen.

Activity Steps
1. Access MSO12B - Serial Number.
   The MSM12BA - Maintain Serial Ref No Classification Information screen displays.
2. Enter data in the following fields:
   - Serial Reference No
   - Stock Code
   The serial reference number is created when the item is initially received into the warehouse.
   There may be up to ten serial number classifications, depending upon how many are in use within your Ellipse EAM instance.
3. Select Submit.
4. Select Submit.
Perform an Immediate Employee Transfer

Use this activity to transfer stock items between employees, or from an employee to a supply customer.

Activity Steps

1. Access MSEHTE - Immediate Employee Transfer.
   The MSEHTE - Search Immediate Employee Transfer screen displays.

2. Enter data in the following fields:
   - **Stock Code**
   - From **Employee**
   - To **Employee** or **Supply Customer**

3. Select **Search**.
   The MSEHTE - Immediate Employee Transfer details screen displays a list of available stock holdings.

4. Enter data in the following fields:
   - ** Moved By**

5. To update the condition of the transferred stock, either enter the new **Condition** or select **Clear Condition Code**.

6. Perform one of the following steps:
   a. If the stock is quantity tracked, enter the **Transfer Quantity** against the appropriate stock holding.
   b. If the stock is serial or equipment tracked, select the **Transfer** option against the items to be transferred.

7. Select **Submit**.
   The stock is transferred to the nominated employee or supply customer holding.
Perform an Immediate Supply Customer Transfer

Use this activity to transfer stock items between supply customers, or from a supply customer to an employee.

Activity Steps

1. Access MSEHTS - Immediate Supply Customer Transfer.
   The MSEHTS - Search Immediate Supply Customer Transfer screen displays.

2. Enter data in the following fields:
   - **Stock Code**
   - From **Supply Customer**
   - To **Supply Customer** or **Employee**

3. Select **Search**.
   The MSEHTS - Immediate Supply Customer Transfer detail screen displays.

4. Enter data in the following field:
   - **Moved By**
   Optionally, provide a **Transfer Reference** for this transaction.

5. To update the condition of the transferred stock, either enter the new **Condition** or select Clear Target Condition Code.

6. Perform one of the following steps:
   a. If the stock is quantity tracked, enter the **Transfer Quantity** against the appropriate stock holding.
   b. If the stock is serial or equipment tracked, select the **Transfer** option against the items to be transferred.

7. Select **Submit**.
   The stock is transferred to the nominated supply customer or employee.
Select Inventory Tracking Details for a Stock Movement

Use this activity to enter an equipment number or serial number against a requisition for a recall of stock from a supply customer.

This activity assumes that a recall requisition is being processed, that the supply customer currently holds tracked stock, and that as part of this process, the tracking reference of the item needs to be entered.

Activity Steps

1. Access MSO14M - Recall Requisition.
   The MSM14MA - Requisition Header - Create Recall screen displays.

2. Enter data in the following fields on the General tab:
   - Recalled From
   - Date Recalled
   - SCA/Emp Issue Required
   - Authorised By
   - Warehouse
   - Transaction Type (Enter a credit type)
   - W/Order or Pr
   - Equip. Ref.
   - Cost Centre

3. Select Submit to validate data.
4. Select Submit to save details.
   The MSM096B - Maintain Text screen displays.

5. Modify data as required.
6. Select Submit.
   The changes are saved.

7. Select Exit.
   The MSM14BA - Requisition Item Details screen displays.

   **Note:** If your security configuration limits your requisitioning ability to a single item at a time, the MSM14AA - Requisition Single Item Details screen displays instead of the MSM14BA screen.

8. Enter data in the following fields:
   - Quantity - Enter a negative value
   - UOM
   - Type
   - Type Id/Description

9. Select Submit.
   The MSMHDSA - Inventory Tracking Details - serial screen displays.

10. Select each tracking reference to be recalled.
11. Click Select Tracking Record.
12. Select **Submit**.
Pre-load Tracking References

Use this activity to enter a list of valid serial numbers for a stock code that is serial tracked, or to pre-load appropriate serial or equipment numbers for a purchase order item. References pre-loaded against a purchase order can be accessed and allocated to an individual stock item during receipt. Incorrectly loaded references can also be deleted if not allocated to an item.

**Note:** Any equipment numbers entered must already be associated with an item of equipment on the Equipment Register.

Activity Steps

1. Access **MSO1TL** - Tracking References Load.
   
   The **MSM1TLA** - Pre-load Tracking References screen displays.

2. Perform one of the following steps:
   
   a. To pre-load serial numbers for a stock code:
      
      1. Enter data in the following fields:
         
         * Load Type
         * Stock Code
     
   b. To pre-load equipment or serial numbers for a purchase order item:
      
      1. Enter data in the following fields:
         
         * Load Type
         * PO Item

3. Select **Submit**.
   
   Information about the stock code or purchase order number, including any tracking references already loaded, displays.

4. Enter each serial or equipment number on its own row beneath the **Tracking Reference** heading.

   **Note:** For a purchase order pre-load, you will only be able to enter as many tracking references as there are outstanding items to be received.

If there are insufficient rows to enter all the references:

1. Select **Submit**.
   
   The references entered so far are saved.

2. Select the **Input Mode** function.
   
   The existing references are saved and cleared to allow further input.

To remove an incorrect reference:

1. Select the check box next to the reference to be removed.

2. Select **Delete** from the Actions menu.

3. Select **Submit**.
   
   The reference is deleted from the list.

When all the references have been entered:

1. Select **Submit**.
   
   The references are saved.

2. Select **Submit**.
   
   The references are saved against the stock code or purchase order item.
Provide Inventory Tracking Details for a Stock Movement

Inventory tracking details must be supplied whenever a stock movement of a tracked item occurs.

Stock movement transactions include receiving purchase orders, acquittal of requisitions, stock adjustments, initial stock loads and stock transfers between districts, warehouses, bins, categories and supply customers. For further information on those transactions, refer to the Stores module.

In most transactions, inventory tracking details may be nominated directly on the transaction screen. Alternatively, the stock movement may need to be processed first, and then the tracking details can be entered on a separate screen. The latter method is demonstrated in the following activity.

This activity assumes that a recall requisition is being processed, the supply customer currently holds tracked stock, and as part of this process, the tracking reference of the item needs to be entered.

Activity Steps

1. Access **MSO14M - Recall Requisitions**
   
   The **MSM14MA - Requisition Header - Create Recall** screen displays.

2. Enter data in the following fields on the **General** tab:
   
   - **Recalled From**
   - **Date Recalled**
   - **Supply Customer Issue Required**
   - **Authorised By**
   - **Warehouse**
   - **Transaction Type** (Enter a credit type)

   At least one of:
   
   - **W/Order or Pr**
   - **Equip. Ref.**
   - **Cost Centre**

3. Enter data in the following fields on the **Delivery/Priority** tab:
   
   - **Priority**

4. Select **Submit**.

5. Select **Submit**. This confirms the transaction.

   The **MSM14BA - Requisition Item Details** screen displays.

   **Note:** If your security configuration limits your requisitioning ability to a single item at a time, the **MSM14AA - Requisition Single Item Details** screen displays instead of the **MSM14BA** screen.

6. Enter data in the following fields:
   
   - **Quantity** - Enter a negative value
   - **UOM**
   - **Type**
Type Id/Description

7. Select **Submit**.
   
   For a serial-tracked item, the **MSMHDSA** - Inventory Tracking Details - Serial screen displays.
   
   For an equipment-tracked item, the **MSMHDSB** - Inventory Tracking Details - Equipment screen displays.

8. Select the line item for each **tracking reference** that relates to an item being recalled. The number of references selected must equal the quantity of items being recalled.

9. Click **Select Tracking Record**.
   
   The recall requisition is created.
**Stocktaking Activities**

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**Stocktaking Supply Customer Accounts**

Items that are on loan to either an employee or a supply customer are subject to normal stocktaking procedures. A count of these items can be done as part of a stocktake and then recorded in Ellipse EAM and the stock holdings are adjusted accordingly.

Stocktake count sheets are used to record the physical stock holding. The count sheets form the basis of the data that is entered into Ellipse EAM. These can be printed with or without current stock quantities. Only stock owned by an employee or supply customer can be adjusted. To adjust the loan stock holding, use the MSM144A - Requisition Maintenance screen to change the loan return.

When variances occur between the physical count and the quantity recorded in Ellipse EAM, this will be highlighted. Acceptance of the variance will cause Ellipse EAM to adjust the current holding accordingly. The history records for the nominated employee or supply customer will be updated to reflect any changes made to the stock quantity. When adjustments are made to the quantity of tracked items held by a customer, the tracking references will need to be identified and adjusted as well.

If the stock count results in an increase in stock holdings and this increase will cause the entitlement to be exceeded, then an appropriate warning or error will be issued. This only applies if the Entitlements module is installed and the stock code is flagged on the Supply Catalogue file being subject to entitlement checking.

**Business Rules**

The following business rule governs this process:

- Stock that is on loan cannot be adjusted by this process. Only stock owned by an employee or supply customer can be adjusted. To adjust the loan stock holding, the loan return must be amended using the MSM144A - Requisition Maintenance screen.
Supplementary Customer Stocktake Procedures

The employee/supply customer stocktake functionality allows the physical count of items on issue to be reconciled with the stock holdings recorded in Ellipse EAM and the adjustment of those stock holdings accordingly.

Such adjustments are subject to the normal controls over the movements of tracked items and entitlement checks are performed as appropriate.

Documents

The stocktake count sheets are used to record the physical stock holding.

Limitations

Stock on loan cannot be adjusted by this process. Only stock owned by an employee or supply customer is adjusted. To adjust the loan stock holding the loan return must be amended using the MSM144A - Requisition Maintenance screen.

Additional Information

The Stocktake Count Sheets report is generated for an employee or supply customer to report on current stock holdings. These sheets are then used as the basis for a physical stock count. Use the MSM129A - Stock Take Counts screen to record the details of the stock count. Where variances occur Ellipse EAM, will highlight the quantity. Acceptance of the variance causes Ellipse EAM to adjust the current holding appropriately. The history records for the nominated employee or supply customer are updated to reflect any adjustments.

If the stock count results in an increase in stock holdings and this increase causes the entitlement to be exceeded, a warning or error displays. This applies only if the Entitlements module is installed and the stock code is flagged on the Supply Catalogue file (MSF100) indicating that movements are entitlement checked.
If the adjusted items are tracked by either Equipment Reference or unique Serial Number the MSM125A - Maintain Inventory Tracking Details screen displays to enter the appropriate references.
Create Ad Hoc Count Tasks

Use this activity to create ad hoc count tasks. Ad hoc count tasks count specific stock codes and are not associated with any programme or schedule. All ad hoc count tasks are added to the stocktake - ZADHOC.

Activity Steps
1. Access MSE1SF - Count Task.
   The MSE1SF - Search Count Task screen displays.
2. Select New.
   The MSE1SF - Count Task detail screen displays.
3. Click the Stocktake Details tab.
4. Enter data in the following fields:
   Stock Code
   District Code
5. Perform one of the following steps:
   1. To create the count task for a warehouse, enter information in the Warehouse and Bin Code fields.
   2. To create the count task for a supply customer, enter information in the Supply Customer field.
   3. To create the count task for an employee, enter information in the Employee field.
6. Select Submit.
   The Stocktake Number displays ZADHOC and the Count Sheet Number is 0001.
7. Click the Count Details tab.
   The grid in the Count Details tab is enabled.
8. Click Add New Row to enter the stock code details and the count quantity.
9. Select Submit.
   The count task is saved.
Record Count Task Details

Use this activity to enter count task details, such as tracking references for equipment or serial tracked items, batch lot and shelf-life details.

As tracking references for serial or equipment tracked stock codes are unique, the count quantity is always 1 for each tracking reference.

This activity is usually part of the Record Stocktake Count Results activity but can be completed as a stand-alone activity. This means the MSE1SF - Count Task detail screen is usually accessed by double-clicking the count task in the following applications:

- MSE1SB - Programme Stocktake
- MSE1SD - Supplementary Stocktake
- MSE1SE - Count Sheet
- MSE1SX - Count Recording

**Note:** The information that displays for each count task depends on the count sheet type as selected in the Print Count Sheets activity.

**Activity Steps**

1. Access MSE1SF - Count Task.
   The MSE1SF - Search Count Task screen displays.
2. Enter the relevant search criteria and click **Search**.
   Count tasks matching the search criteria display in the results grid.
3. Double-click the required count task.
   The MSE1SF - Count Task detail screen displays.

**To add count task detail:**

1. Click Add New Row in the count details tab grid.
2. Enter data in the following field:
   **Count Quantity**
3. Enter the count task detail as required.
4. Select **Submit**.
   The count task details are saved.

**To remove count task detail item:**

1. Click Delete Grid Item next to the count tasks to delete.
   The rows are highlighted.
2. Select **Submit**.
   The count task details are saved.
Adjust Count Task Quantity

Use this activity to adjust the stock holdings by adding (bring on) or deleting stock quantities (write off).

If SSAV Processing is turned on at the district level, then the SSAV item is created when the adjustment is created.

**Note:** Equipment references must exist on the equipment register for the stock code before they are to be brought on. The fields *Bring On* and *Write Off* do not display for equipment tracked or serial tracked stock codes as each tracking reference is unique.

**Activity Steps**

1. Perform one of the following steps:
   a. If the discrepant count task is for a programmed stocktake, perform the Review the Count Task Discrepancy for a Programmed Stocktake activity.
   b. If the discrepant count task is for a supplementary stocktake, perform the Review the Count Task Discrepancy for a Supplementary Stocktake activity.
   c. If the discrepant count task is for an ad hoc stocktake, perform the Review the Count Task Discrepancy for an Ad hoc Stocktake activity.

   The *MSE1TD* - Discrepancy Task detail screen displays.

2. Select *Adjust*.

   The *MSE1SZ* - Adjustment Holdings detail screen displays.

**To bring on stock:**

1. Add or modify the existing holding details for the stock code if required.
2. Enter data in the following field:
   *Bring On*
3. Select *Submit*.

   The stock holdings adjustment is saved.

**To write off stock:**

1. Modify the existing holding details for the stock code if required.
2. Enter data in the following field:
   *Write Off*
3. Select *Submit*.

   The stock holdings adjustment is saved.

**Note:** If SSAV processing is turned on at the district level, then the SSAV item is created for this adjustment and the stocktake status is *SSAV Processing*. 
Finalise the Adjustment

Use this activity to finalise the adjustment. If SSAV Processing is turned on at the district level, this activity must be completed before a stocktake can be acquitted.

Activity Steps

1. Perform one of the following steps:
   a. If the discrepant count task is for a programmed stocktake, perform the Review the Count Task Discrepancy for a Programmed Stocktake activity.
   b. If the discrepant count task is for a supplementary stocktake, perform the Review the Count Task Discrepancy for a Supplementary Stocktake activity.
   c. If the discrepant count task is for an ad hoc stocktake, perform the Review the Count Task Discrepancy for an Ad hoc Stocktake activity.

   The MSE1TD - Discrepancy Task detail screen displays.

2. Select Adjust.

   The MSE1SZ - Adjustment Holdings detail screen displays.

3. Click Finalise Discrepancy.

   The Dialog Box - Finalise Discrepancy displays.

4. Enter data in the following field:

   Discrepancy Resolution Code

5. Select Submit.

   The code selected displays in the Discrepancy Resolution Code field.
Transferring Stock Between Supply Customers

Ellipse EAM provides the ability to transfer tracked items between supply customers or employees. The tracked items can be transferred immediately with quantities being adjusted straight away. Transfers can be done on either a permanent basis or a short term basis, which is similar to a loan in that the transfer has a duration of a specified number of days.

The System Control file is used to set up transfer rules. These rules determine which supply customer types are allowed to transfer items to other supply customers types.

Business Rules

The following business rules govern this process:

- Transferring stock between supply customers is limited to the definitions contained in the System Control file. For example, the rules may prohibit the transfer of stock from an employee account to another employee account.
- Ellipse EAM will not permit the transfer of stock where either supply customer account is closed or suspended.
Transferring Stock Between Supply Customers

Immediate and requested transfers can be used to cause the transfer of items. With immediate transfers, the stock holding figures are immediately decremented for the transferring entity and incremented for the receiving entity.

The transfer request is then confirmed and the stock is decremented for the transferring entity. The receiving entity's stock is incremented when the receipt of the transfer is acknowledged.

Transfers rules are set up on **MSM001F** - System Control File.

Such transfers are subject to the normal controls over the movements of tracked items and entitlement checks are performed if appropriate.

Additional Information

The **MSEHTS** - Immediate Supply Customer Transfer screen is used to record details of an immediate transfer. When initiating the transfer, details of the quantities to be transferred must be entered. This includes the equipment reference and unique serial numbers for items tracked by these identifiers.

The **MSM12GA** - Supply SCA Request Menu is used to create and maintain non-immediate permanent or short-term transfers. Once the transfer request is created, the due out quantity for the transferring entity reflects the transfer quantity requested. The **MSE1RI** - Update Receipts is used to move stock from the transferring entity. The quantity confirmed is reflected in the In Transit value for the receiving entity until received. Once the transfer request has been confirmed, it is receipted by the receiving supply customer or employee using the **MSE1RI** and **MSE1R2** - Update Receipts screens.

The short term transfer is created as a loan and after confirmed, the loan return transfer is created.

The transfer process decrements the stock of the transferring supply customer or employee and increments the stock of the receiving entity. History records for both entities are created to reflect the transfer.

If the quantity transferred is greater than the current holding of the transferring supply customer or employee, a warning is issued indicating that the transaction will result in negative holdings.

If the quantity transferred causes the holding of the receiving entity to exceed entitlements, a warning is issued. This applies if the Entitlements module is installed and the stock code is flagged on the Supply Catalogue file (MSF100) indicating that movements are to be entitlement checked. Such situations are reported by on **MSR371A** - Entitlement Surplus/Deficiency report.

If the appropriate security is available, it can indicate that the authorised stock holdings are to be adjusted by the quantity transferred at each entitlement.

If the items are tracked either by equipment reference or unique serial number, the **MSMHDSA** - Inventory Tracking Details - Serial or **MSMHDSB** - Inventory Tracking Details - Equipment screen displays for entry of the appropriate reference.
Perform an Immediate Stock Transfer Between Supply Customers

Use this activity to transfer items immediately between supply customers. The stock quantities are updated immediately.

**Activity Steps**

1. Access **MSEHTS** - Immediate Supply Customer Transfer.
   The **MSEHTS** - Search Immediate Supply Customer Transfer screen displays.

2. Enter data in the following fields:
   - **Stock Code**
   - **From Supply Customer**
   - **To Supply Customer**

3. Select **Search**.
   The **MSEHTS** - Immediate Supply Customer Transfer detail screen displays.

4. Enter data in the following fields:
   - **Moved By**
   - **Transfer Quantity**
     If the stock item is subject to tracking, enter tracking references to identify the particular item or items to be transferred.

5. Select **Submit**.
   The stock is immediately transferred.
Create a Supply Customer Stock Transfer Request

Use this activity to create a request to transfer tracked items between supply customers. Stock quantities are not updated until the transfer is complete and the goods are received by the supply customer.

**Note:** This activity cannot be used if either the transferring or receiving supply customer is **Unmanned**. Refer to **Perform an Immediate Stock Transfer** to transfer stock from or to an unmanned supply customer.

**Activity Steps**

1. Access **MSO12G - Maintain Supply Customer Transfers**.
   The **MSM12GA - Supply Customer Stock Transfer Request Menu** screen displays.

2. Select **Create Supply Customer Stock Transfer Request** in the **Option** field.

3. Enter data in the following fields:
   - **Transfer Request Number**
   - **From Supply Customer**
   - **To Supply Customer**

4. Select **Submit**.
   The **MSM12GB - Maintain Supply Customer Stock Transfer Request** screen displays.

5. Enter data in the following fields:
   - **Perm/Temp** - Enter P or S
   - **Date Required**
   - **Priority**
   - **Part Issue**
   - **Duration**
   - **Quantity Required**
   - **Stock Code**
   - **UOI**

   If the transfer is for a short term only, specify the **Duration**.

6. Select **Submit**.
   The **MSM12GA - Supply Customer Stock Transfer Request Menu** screen displays.
Update a Supply Customer Stock Transfer Request

Use this activity to update an existing request to transfer stock between supply customers. Requests that have been completed cannot be modified. Stock quantities are not updated until the transfer is complete and the goods are received by the supply customer.

**Note:** Transfers associated with a repair order cannot be updated using the following steps, but must be modified on the repair order.

**Activity Steps**

   
   The **MSM12GA** - Supply Customer Stock Transfer Request Menu screen displays.

2. Select **Modify Supply Customer Stock Transfer Request** in the Option field.

3. Enter data in the following field:
   
   **Transfer Request Number**

4. Select **Submit**.

   The **MSM12GB** - Maintain Supply Customer Stock Transfer Request screen displays.

5. Modify data as required.

6. Select **Submit**.

   The **MSM12GA** - Supply Customer Stock Transfer Request Menu screen displays.
Delete a Supply Customer Stock Transfer Request

Use this activity to delete an existing request to transfer stock between supply customers.

**Note:** Requests cannot be deleted once picking slips have been printed.

**Activity Steps**

2. The MSM12GA - Supply Customer Stock Transfer Request Menu screen displays.
3. Select **Delete Supply Customer Stock Transfer Request** in the **Option** field.
4. Enter data in the following field:
   - **Transfer Request Number**
5. Select **Submit**.
   - The MSM12GB - Maintain Supply Customer Stock Transfer Request screen displays.
6. Select **Yes**. This confirms the deletion.
   - The MSM12GA - Supply Customer Stock Transfer Request Menu screen displays.
Issue a Pick Task for a Supply Customer Transfer

Use this activity to issue a pick task for a supply customer transfer.

Activity Steps

1. Access MSE1TP - Pick Tasks.
   The MSE1TP - Search Pick Tasks screen displays.

2. Enter data in the following fields:
   - Supply Customer (issuing)
   - SCA/Emp Transfer Req No (if known)

3. Select Search.
   If there is more than one matching result, a list of matching pick tasks display in the search results grid.

   Note: If there is only one matching result or the item cannot be quick-issued, the MSE1TP - Pick Tasks detail screen displays the selected record.

4. If search results are displayed, and the Quick Issue column is selected for the item to be issued, select the check box for the appropriate line item and enter data in the Quantity Picked and Bin Location fields.
   - If the item is Quantity Tracked, enter data in the Quantity Picked field on the Quantities tab next to the appropriate line item.
   - If the item is Equipment or Serial Tracked, select the Issued check box against the appropriate tracking reference on the Quantities tab.

   Note: If more than one item is to be picked and the item is batch-lot or shelf-life managed, quantities can be picked from multiple lines.

5. Select Issue.

6. Select Submit.
   The Dialog Box - Issued By displays.

7. Enter data in the following fields:
   - Issued By
   - Issue Type

8. Enter data in the following additional fields, depending on the type of issue:
   - Waybill Number
   - Current Location (If issuing to a new waybill)
   - Number of Units (If issuing to a new waybill)
   - Pack Type (If issuing to pack)
   - Pack Location (If issuing to pack)
   - Pack Action (If issuing to pack)
   - Issue Action (If less than the pick task quantity is issued)
   - Inability Reason (If unable to fulfil the pick task)
   - Printer (If printing a packing list)
   - No of Copies for Reports (If printing a packing list)

9. Select Submit.
   The selected item is issued as instructed.
Receive Items for a Supply Customer

Use this activity to receive items for a supply customer. These items could be one of the following types:

- Direct delivery waybill
- Issue requisition waybill
- Customer or employee transfer
- Warehouse requisition

**Note:** This activity assumes that the goods require input of tracking references or stock management information prior to receipt. Refer to the Stores activity Receive Goods against a Purchase Order, Requisition or Waybill for a quicker receipt method for untracked goods.

### Activity Steps

1. On **MSE1RI** - Update Receipt Documents, enter the **Document Number**.
   - Items needing to be receipted display in the grid.

2. Enter data in the following fields:
   - **Receipt Date**
   - **Received By**
   - If the item being received is associated with a Purchase Order or Repair Order:
     - **Receipt Reference**
   - If the quantity received is different to the quantity ordered:
     - **Select Item Oversupply Allowed**

3. Enter data in the following fields:
   - **Received By**
   - If the item being received is associated with a Purchase Order or Repair Order:
     - **Receipt Reference**
   - If the quantity received is different to the quantity ordered:
     - **Complete Order or Accept Oversupply**
   - If the items being receipted should be automatically added to a waybill:
     a. For a new waybill:
        1. From the Waybill Action field select **New Waybill**.
        2. Enter data in the following fields:
           - **Waybill Number**
           - **Current Location**
           - **Number of Units**
           - **Receiving District**
           - **Receiving Warehouse**
     b. For an existing waybill:
        1. From the Waybill Action field select **Existing Waybill**.
        2. Enter data in the following field:
           - **Waybill Number**

4. Select **Submit**.
The items will be recorded as received, and the appropriate waybill or stock holdings updated.
Generate Transferring Stock Between Supply Customers

Select a batch job or report to display its description and parameters.
For information on how to generate a batch job or report, refer to Reporting.

- Generate MSB121A - Supply Customer Stock Transfer Housekeeping
Consuming and Writing Off Supply Customer Stock

Ellipse EAM provides a facility to write off stock holdings of tracked items for supply customers or employees. Write-offs are used in cases where a customer's current stock holdings need to be reduced to reflect loss, theft, or damage beyond repair.

Damaged or missing stock can be observed when the stock is received, picked, issued, or counted as part of a stocktake. Recording an observation at any of these points raises a discrepancy record against the stock, which can have an adjustment processed against it to write off the discrepant items.

The facility to consume stock is used for items which have been flagged in the catalogue as being able to be consumed at the supply customer account (SCA). To be eligible for consumption in this manner, items must be tracked.

Business Rules

The following business rule governs this process:

- Ellipse EAM permits negative stock holdings to occur as a result of stock write-off and consumption transactions.
Further Information - Consuming and Writing Off Supply Customer Stock

The write offs/disposals function allows authorised users to write down the current holding of a supply customer or employee.

Such transactions are subject to the normal controls over the movement of tracked items.

Additional Information

The MSM128A - Supply Customer Write Off/Disposal screen is used to record a Write Off. The MSM12MA - Consume Supply Customer Stock screen is used to record consumption of stock.

The operator processing the transaction enters details of the quantities to be written off or disposed of. This includes the Equipment Reference or unique Serial Numbers for items tracked by these identifiers and the Batch Lot, or Use by Dates for items subject to Batch Lot or Shelf Life Management respectively.

These processes decrement the stock holdings of the nominated Supply Customer/Employee.

Write Off Reason Code, Disposal Code, and Date Written Off are recorded when writing off or disposing of stock.

History records for the nominated Supply Customer/Employee is created to reflect the write off/disposal.

If the quantity to be written off or consumed results in the stock holding of the Supply Customer/Employee being negative an appropriate warning message displays.

If the items being written off/consumed are Batch Lot or Shelf-Life Managed the **MSE1RT** - Tracking Reference screen displays for entry of the appropriate details.

If the items being written off are also tracked by either Equipment Reference or unique Serial Number the MSM125A - Maintain Inventory Tracking Details screen displays for entry of the tracking references.
Consuming and Writing Off Supply Customer Stock - Diagram

The diagram below represents the screens used to consume and write off supply customer stock.

Write off or consume stock items for supply customers

Supply Customer Write Off/Disposal screen

Batch Lot or Shelf Life Managed Items

Maintain Customer Batch Lot/Shelf Life Details screen

Maintain Inventory Tracking Details screen

End
Consume Supply Customer Stock

Use this activity to consume stock items that are held by supply customers or employees.

**Activity Steps**

1. Access **MSE1II** - Immediate Issue.
   
   The **MSE1II** - Search Immediate Issue screen displays.

2. Enter data in the following fields:
   - **Stock Code**
     - The **Issued From Supply Customer** or **Employee**

3. Select **Search**.
   
   The **MSE1II** - Immediate Issue Detail screen displays the issue details.

4. Enter data in the following fields:
   - **Processed By**
   - **Authorised By**
   - **Processed Date**

   Enter the appropriate **Issue Qty** against the available stock on hand.

5. If the item is subject to additional tracking requirements, enter data in one of the following fields to identify the specific items consumed:
   - **Batch Lot**
   - **Used By Date**
   - **Serial Number**
   - **Equipment Number**

6. Select **Submit**.

7. Select **OK**.

   The nominated quantity of stock is removed from the stock on hand, and the holdings updated.
Write Off Supply Customer Stock

Use this activity to write off items that have had a discrepancy record recorded against them. Items are normally written down if they have been stolen, lost or damaged in such a way that they can no longer be used.

**Note:** The Write Off field does not display for equipment or serial tracked stock codes as each tracking reference is unique. Instead, the rows related to items to be written off must be deleted from the summary grid.

**Activity Steps**

1. Access MSE1TD - Discrepancy Tasks.
   The MSE1TD - Search Discrepancy Task screen displays.
2. Enter the relevant search criteria and click Search.
   Discrepancy tasks matching the search criteria display in the results grid.
3. Double-click on the required task.
   The MSE1TD - Discrepancy Task detail screen displays.
4. Select Adjust.
   The MSE1SZ - Adjustment Holdings detail screen displays.
5. Perform one of the following steps:
   a. For serial or equipment tracked items:
      1. Delete the rows for the items to be written off.
   b. For all other items:
      1. Modify the existing holding details for the stock code if required.
      2. Enter data in the following field:
         **Write Off**
6. Select Submit.
   The stock holdings adjustment is saved.
7. Click Finalise Discrepancy.
   The Dialog box - Finalise Discrepancy displays.
8. Enter data in the following field:
   **Discrepancy Resolution Code**
9. Select OK.
   The nominated stock items are written off. The discrepancy report is closed.
Performing Supply Customer Stock Receipts

Items being delivered directly to a supply customer or an employee can be receipted. Items can be received from a purchase order, waybill, warehouse requisition or a transfer. Receipts can be done for both tracked and non tracked items.

The *MSEIR1* - Update Receipt Document screen enables the receipt of items for a supply customer or an employee. One of the following documents may be used as input:

- **Purchase Order Number** - This relates to a direct delivery purchase order. After a direct delivery order has been received, it can be invoiced in the same way as a normal stock order.

- **Waybill Number** - This may be a waybill that has been used during the issuing of a normal warehouse requisition, or a waybill that has been used to record the offsite receipt details for a direct delivery purchase order, which is reliant on the Transport Consolidation module being installed.

**Business Rules**

The following business rule governs this process:

- The receipt of supply customer or employee transfer requests does not generate financial transactions.
Performing Supply Customer Receipts - Diagram

The diagram below represents the input documents and the screens used to process supply customer receipts.
Receipting Supply Customer Receipts

The supply customer receipts facility allows for the receipt of items being delivered direct to a supply customer or employee. Such items include those from direct delivery purchase orders, deferred posting warehouse requisitions and items waybilled for delivery.

When tracked items are receipted by a supply customer or employee, the stock holdings for the receiving entity are incremented by the receipt quantity.

The transactions that are available for receipting depend upon the Modules installed and the system control settings in use.

Input Documents
- Waybills
- Receiving reports
- Warehouse requisitions

Transaction Information

The MSE1RI - Update Receipts screen enables the receipt of items for a supply customer or an employee. This process can be used for both tracked and non-tracked items. The appropriate reference must be nominated for the type of transaction being receipted. This can be one of the following references:

**Purchase Order Number**

This relates to a direct delivery purchase order. This type of order is generated as a result of insufficient stock to satisfy demand for a warehouse requisition. The stock item must be marked as direct order on the district inventory record (MSF170) and is first satisfied from stock on hand in the requisition district (including inter-district requisition considerations), and then ordered for delivery direct to the supply customer. This process is automatic during the creation of a warehouse requisition.

After a direct delivery order has been receipted, it is invoiced in the same way as a normal stock order. The value of the receipt is charged to the costing allocations as defined on the originating warehouse requisition.

**Direct Delivery Waybill Number**

This must be a waybill that has been used to record the offsite receipt details for a direct delivery purchase order, and relies on the Transport Consolidation module being installed. The purchase order is offsite receipted to a waybill using the Receipts Menu (MSE1RI) and can be tracked during transportation using the standard Transport Consolidation features.

**Warehouse Requisition**

The originating district and warehouse requisition must be entered for this transaction type. The requisition must have been issued under the condition of **Defer Issue Costs until Receipt** as set in the district where the requisition costs are to be charged. If this condition was not in use, the requisition is assumed to be receipted as soon as the issue occurs.

**Warehouse Requisition Waybill**

This must be a waybill that has been used during the issuing of a normal warehouse requisition. If the **Defer Issue Costs until Receipt** is in use (as set on the MSM00BD - District Control screen) the value of the issue is not recorded against the requisition costing allocations until the receipt is performed.

The receipt process increments the stock of the receiving supply customer or employee if the items being receipted are tracked. History records are created to reflect the receipt.
If the items being receipted are tracked and either batch lot or shelf-life managed, the appropriate details should be entered prior to completing the receipt.

If the items being receipted are not tracked, the relevant **Dues In** or **In Transit** values are adjusted according to the receipt quantity, but the stock on hand is not increased.
Reviewing Inventory Tracking Details

Ellipse EAM provides the ability to review tracked items, whether they are in storage, in transit, or have been issued. Inventory items can be tracked by equipment number, by an allocated serial number or by quantity. If the Transport Consolidation module is being used, tracked items can be reviewed while in transit on consignment waybills.

The information that can be viewed for tracked items includes:

- Current holdings by either supply customers or employees
- Current location of the tracked item
- In transit details for tracked items
- History of movements for tracked items.
Reviewing Inventory Tracking Details - Diagram
Flow Diagram

Whse Requisition Review by Stock Code Screen MSM14HA

Option 1.2

Review Holdings for a SC/SCaS Screen MSM121A

F8 Key

Review Details Screen MSM122A

Option 3

Act D

Review Duplicate Tracking Id Screen MSM123A

Serial Ref No Classif Review Screen MSM12GA

F8 Key Type S

Equip Module

F8 Key Type E

Option 3

Act D

Review Tracking Id Details Screen MSM123B

SC Hist Details Review Screen MSM124B

Option 4

Act D

Review SC Hist For a Stock Code Screen MSM124A

Other Stock Reviews (MS0194, MS0117 MS0118, MS0181 MS0182, MS0198 MS0119)

Waybill Reviews MSM159A

Action L

Flow

Action H

Action T

Action S

Action E

Action T

Action T

Action T
Review Tracking Reference Details

Use this activity to display and review the current and historical details of an item that is tracked by either serial number or equipment number.

Current custodian and classification details display, and a history of movements related to the selected tracking reference is available for review.

Activity Steps

1. Access MSE1RT - Tracking References.
   The MSE1RT - Search Tracking References screen displays.

2. Enter data in the following fields:
   *Equipment Reference* or *Serial Number*

3. Select Search.
   The MSE1RT - Review Tracking References screen displays current details for the tracked item.

4. Select the *Tracking Reference History* tab to review movement history for this tracking reference.
   A list of historical movements associated with this tracking reference is displayed.
Review Global Supply Customer Holdings for a Stock Code

Use this activity to display current or historical global supply customer holdings for a specified stock code.

Activity Steps

   The MSE1RS - Review Stock Code Holdings detail screen displays.

2. Select Open » Open Global Holdings.
   The Dialog Box - Open Global Holdings displays.

3. Enter data in the following field:
   **Stock Code**

4. To include details for items that are not currently held, select Show Zero Holdings.

5. Select OK.
   The Global Holdings Summary details display for the selected stock code. A hierarchical view of holdings by supply customer, district/warehouse and category displays on the left side of the screen.

6. Click Expand next to the supply customer heading to view a list of supporting districts that contain supply customer holdings for this stock item.

7. Click Expand again for each district to view a list of supply customers with holdings of the specified stock item within that district.

8. Click on the supply customer name to view individual stock code holding details.
   The Supply Customer Holdings details display.
Review Supply Customer Holdings for a Stock Code

Use this activity to display and review current or historical holdings for a specified supply customer and stock code.

Activity Steps
   The MSE1RS - Review Stock Code Holdings detail screen displays.
   The Dialog Box - Open Supply Customer by Stock Code displays.
3. Enter data in the following fields:
   - Stock Code

   Supply Customer Account Identification
4. To include details for items that are not currently held, select Show Zero Holdings.
5. Select OK.
   The Supply Customer Holdings details display for the selected supply customer and stock code.
Review Stock Holdings for a Supply Customer

Use this activity to display and review all the stock holdings for a specified supply customer. Both current stock holdings and items that have previously been held can be displayed.

**Activity Steps**

1. Access **MSE1RS - Stock Code Holdings**.
   - The **MSE1RS** - Review Stock Code Holdings detail screen displays.

2. Select **Open » Open Supply Customer**.
   - The Dialog Box - **Open Supply Customer** displays.

3. Enter data in the following field:
   - **Supply Customer Account Identification**

4. To include details for items that are not currently held, select **Show Zero Holdings**.

5. Select **OK**.
   - The **Supply Customer Stock Codes** details display for the selected supply customer.

6. Optionally, select a specific stock code from the hierarchy to review individual details.
   - The **Supply Customer Stock Details** display.
Review Aggregated Stock Holdings

Use this activity to review details of the aggregated stock holdings information for the nominated parent supply customer and for all supply customers immediately below it in the Reporting Customer Account hierarchy.

Activity Steps

   The MSE1RS - Review Stock Code Holdings detail screen displays.
2. Select Open » Open Parent Supply Customer.
   The Dialog Box - Open Parent Supply Customer displays.
3. Enter data in the following fields:
   
   **Stock Code**

   **Supply Customer Account Identification**

4. To include details for items that are not currently held, select Show Zero Holdings.
5. Select OK.

   The Parent Supply Customer Stock Holdings details, including aggregated holdings, display for the selected stock code and supply customer.

   Optionally, select a child supply customer account from the hierarchy to display the same details for the child supply customer.
Review Supply Customer Stock Transfer Request

Use this activity to review details of a specific stock transfer between supply customers.

**Activity Steps**

1. **Access MSO12K - Review Supply Customer Stock Transfer Requests.**
   
   The **MSM12KA** - Review Supply Customer Stock Transfer Requests screen displays.

2. **Select** **Review Supply Customer Stock Transfer Request** in the **Option** field.

3. **Enter data in the following field:**
   
   **Transfer Request Number**

4. **Select** **Submit.**
   
   The **MSM12KC** - Review Supply Customer Stock Transfer Request Detail Review screen displays.
   
   A list of stock items display in a grid.

5. **Review the stock code item details, as required.**

**To perform a further review on a stock item:**

1. **Select** the stock item.

2. **Enter data in the following field on the MSM121A - Supply Customer Holdings for a Stock Code:**
   
   **Action**

3. **Select** **Submit.**
   
   The screen that displays depends on the action code selected.

4. **Review data as required.**

5. **Select** **Reset** to exit.
Search for Supply Customer Stock Transfer Request

Use this activity to perform a search for a stock transfer between supply customers.

Activity Steps
   The MSM12KA - Review Supply Customer Stock Transfer Requests screen displays.
2. Select Search for Supply Customer Stock Transfer Request in the Option field.
3. Enter data in the following fields:
   Sending Supply Customer
   Receiving Supply Customer
   Stock Code
   Enter data in at least one of the key fields. Use all key fields to narrow the search for the transfer requests.
4. Select Submit.
   The MSM12KB - Supply Customer Stock Transfer Request Summary screen displays. This screen lists all transfer requests in a grid.
5. Enter data in the following fields:
   Item
   Action - Enter R
6. Select Submit.
   The MSM12KC - Supply Customer Stock Transfer Request Detail Review screen displays.
   Review data as required.
7. Select Reset to exit.
Managing Stock Loans

Ellipse EAM provides the ability to manage stock loans. Stock loans are stock issued to a supply customer or an employee for a pre-defined duration, and with a specified return date. Loan requests show as dues out on the warehouse and dues in on the position of the supply customer or the employee.

Loan requisitions from a warehouse are created using MSO14L - Warehouse Requisition - Loan Issue. Loan requisitions need to be authorised before they can be acquitted. When the loan items are issued, a return requisition is generated by Ellipse EAM. This requisition needs to be acquitted in order to credit the items back to the warehouse.

Loans may also be made from one supply customer to another by creating a short-term supply customer transfer. Refer to Transferring Stock Between Supply Customers for more information.

Business Rules

The following business rule governs this process:

- Loan requisitions are not pre-posted.
Create a Loan Requisition

Use this activity to create a loan requisition for a stocked item for a supply customer or an employee. This item will be on loan for a specified period of time before having to be returned to the warehouse.

This activity assumes that only one item is being requisitioned.

Activity Steps

   The MSM14LA - Warehouse Requisition - Loan Issues screen displays.
2. Enter a Requisition No, or leave blank to have the system automatically assign this value.
3. Enter data in the following fields on the General tab:
   
   Requested By
   Date Required By
   SCA Return Issue Required
   Loan Duration
   Transaction Type
   Wk Ord/Proj or Cost Centre
4. Enter data in the following fields on the Delivery/Priority tab:
   
   Priority Code
5. Enter data as required on the Questions tab.
6. Click Submit twice to confirm the entered information.
   The MSM14BA - Requisition Item Details screen displays.
7. Enter data in the following fields:
   
   Quantity
   UOM
   Type
   Type Id/Description
   Repeat this information for an additional item, if required.
8. Click Submit twice to confirm the information entered.

Note: If more than one item was entered, a blank screen displays to enter more items. Either repeat steps 7 and 8 to enter further items, or click Submit to return to the requisition header.

The requisition is created for the nominated items. The requisition number displays.
Forecast and Authorise Loan Requisitions

Use this activity to forecast when an unauthorised loan requisition should be scheduled. A 'what if' analysis can be performed to determine when the items can be issued on loan, given other loan requirements.

Forecasting each loan requisition identifies where insufficient stock will occur due to currently authorised, but not returned, loans. During the forecasting process, data such as required date and duration can be changed to permit better use of available items, in accordance with the projected return dates of existing loans for stock items.

Activity Steps

1. Access MSO12D - Unauthorised Loan Req/Forecast Loan Req.
   The MSM12DA - Review Unauthorised Loan Requisitions screen displays.

2. Enter data in the following fields:
   Loan Manager
   Warehouse

3. Select Submit.
   The MSM12DA - Unauthorised Loan Requisitions screen re-displays with all unauthorised requisitions displayed.

4. Click Forecast Loan Requisition.
   The MSM12DB - Forecast Loan Requisition screen displays.

5. Enter data in the following fields:
   Date Required
   Duration
   Quantity Required

6. Click Forecast Loan Requisition.

7. Review the suggested loan requisitions.

If the loan requisition can be satisfied:

1. Click Authorise Requisition.
2. Select Submit.

If conflicts exist and the loan requisition can not be satisfied:

**Note:** To identify when a conflict exists, look for an asterisk (*) in the field next to the loan requisition. Warning messages also advise if conflicts exist. The following steps assist you to optimise the combination of required date, duration, and quantity to ensure that available items can be issued and returned without conflicting with the requirements of other loans.

1. Enter data in the following fields:
   Date Required
   Duration
   Quantity Required

2. Select Submit.

3. Review loan suggestions.

4. Repeat steps until the loan requisition can be satisfied.

5. Click Authorise Requisition.

6. Select Submit.
**Issue a Pick Task for a Loan Requisition**

Use this activity to issue a pick task for an authorised loan requisition. A loan requisition is used to issue a stocked item to a supply customer or an employee for a specified period of time. The item will then be returned to the warehouse.

**Activity Steps**

1. Access **MSE1TP - Pick Tasks**.
   
   The **MSE1TP** - Search Pick Tasks screen displays.

2. Enter data in the following fields:
   
   - **District**
   - **Warehouse**

3. If the requisition number is known, enter data in the following fields:
   
   - **Originating District**
   - **Warehouse Requisition No**

4. Select **Search**.

   If there is more than one matching result, a list of matching pick tasks display in the search results grid.

   **Note:** If there is only one matching result or the item cannot be quick-issued, the **MSE1TP** - Pick Tasks detail screen displays the selected record.

5. If search results are displayed, and the **Quick Issue** column is selected for the item to be issued, select the check box for the appropriate line item and enter data in the **Quantity Picked** and **Bin Location** fields.
   
   - If the item is **Quantity Tracked**, enter data in the **Quantity Picked** field on the **Quantities** tab next to the appropriate line item.
   
   - If the item is **Equipment or Serial Tracked**, select the **Issued** check box against the appropriate tracking reference on the **Quantities** tab.

   **Note:** If more than one item is to be picked and the item is batch-lot or shelf-life managed, quantities can be picked from multiple lines.

6. Select **Issue**.

7. Select **Submit**.

   The Dialog Box - Issued By displays.

8. Enter data in the following fields:
   
   - **Issued By**
   - **Issue Type**

9. Enter data in the following additional fields, depending on the type of issue:
   
   - **Waybill Number**
   - **Current Location** (if issuing to a new waybill)
   - **Number of Units** (if issuing to a new waybill)
   - **Pack Type** (if issuing to pack)
   - **Pack Location** (if issuing to pack)
   - **Pack Action** (if issuing to pack)
   - **Issue Action** (if less than the pick task quantity is issued)
   - **Inability Reason** (if unable to fulfil the pick task)

   **Note:** The **Inability Reason** field is optional and can be used to record the reason why the pick task could not be fulfilled.
**Printer** (If printing a packing list)

**No of Copies for Reports** (If printing a packing list)

10. Select **Submit**.

   The selected item is issued as instructed.
Receive Loan Items

Use this activity to receive items on loan from a warehouse.

Activity Steps

1. Access **MSE1R1** - Update Receipt Document.
   The **MSE1R1** - Update Receipt Document screen displays.

2. Enter a number or a partial number to search for relevant documents that are valid for receipting. The type of document entered in the **Document Number** field controls the display of other fields on the screen.
   Items matching the search criteria display in the results grid.

3. The Receiving Details will default from the logged-in user and today's date.
   Select **Receipt All** if more than one item is to be loaned.

4. Select **Select for Receipt** against the required Stock Code.

5. From the row action menu select **View/Enter Details**.
   The **MSE1R2** - Update Receipt Document detail screen displays.

6. Enter data in the following key fields on the **Holdings Grid** for the relevant item:

7. Complete the following fields:
   Bin Location

   **Condition**

8. If the item requires inspection complete the following fields:
   Inspected By
   Status

9. If the item is tracked:
   Equipment Reference or Serial Number

   **Note:** You may need to split the receipt task stock holding into individual holdings in order to record tracking information. Refer to the Stores activity Split a Stock Holding Prior to Receipt from Step 5 onwards for instructions on splitting a stock holding.

10. If the item requires stock management information:
   Batch Lot
   Use By Date

11. Select **Save and Return**.

12. The **MSE1R1** - Update Receipt Document screen displays.
   Select **Submit**.
   The items will be recorded as received, and the appropriate waybill or stock holdings updated.
Authorise Stock Loans

Use this activity to authorise loan requisitions for stocked items. Loan requisitions can be authorised when forecasting loan stock availability (see *Forecasting and Authorising Loan Requisitions*) or they can be authorised using a separate transaction. This activity describes the authorisation steps when the forecasting facility is not used.

Loan stock needs to be authorised by the loan manager assigned to that stock category, or district/category, or to the Inventory controller of the stock item.

The screen in this activity is also used to perform the authorisation of other transactions including normal Issue Requisitions, Purchase Orders, and invoices. Exercise caution when locating and authorising transactions using MSEAPM - Approvals Manager because you have no forecasting ability.

**Activity Steps**

1. **Access MSEAPM - Approvals Manager.**
   
   The MSEAPM - Search Approvals Manager screen displays. The transactions awaiting authorisation in the current district, by the current user, in the current position display on screen.

2. **Enter data in the following fields:**
   - Employee
   - Incumbent Position
   - Approval District for Incumbent

3. **Select Search.**
   
   If the combination of Employee, Incumbent Position, and Approval District for Incumbent is permitted to authorise the loan, the loan requisition displays in the list of transactions.

4. **Select the relevant row in the grid.**

5. **Click Approve.**
   
   The Dialog Box - Approve displays.

6. **Select OK.**
   
   The transaction is approved.
**Issue a Pick Task for a Loan Return**

Use this activity to issue a pick task for a loan return from a supply customer or employee. The item will then be returned to the warehouse and receipted. A pick task will be generated by the system where in-transit visibility has been requested.

**Note:** The return requisition number associated with loan request is available when viewing the loan requisition on MSM141B - Summary of Selected Requisitions.

**Activity Steps**

1. **Access MSE1TP - Pick Tasks.**
   The MSE1TP - Search Pick Tasks screen displays.

2. **Enter data in the following fields:**
   - **Supply Customer** or **Employee**
   - Select a **Type of Loan Return**.

3. **Select Search.**
   If there is more than one matching result, a list of matching pick tasks display in the search results grid.

   **Note:** If there is only one matching result or the item cannot be quick-issued, the MSE1TP - Pick Tasks detail screen displays the selected record.

4. **Select Issue.**

5. **Select Print.**
   The Dialog Box - Issued By displays.

6. **Enter data in the following fields:**
   - **Issued By**
   - **Issue Type**

7. Enter data in the following additional fields, depending on the type of issue:
   - **Waybill Number**
   - **Current Location** (If issuing to a new waybill)
   - **Number of Units** (If issuing to a new waybill)
   - **Pack Type** (If issuing to pack)
   - **Pack Location** (If issuing to pack)
   - **Pack Action** (If issuing to pack)
   - **Issue Action** (If less than the pick task quantity is issued)
   - **Inability Reason** (If unable to fulfil the pick task)
   - **Printer** (If printing a packing list)
**No of Copies for Reports** (If printing a packing list)

9. Select **Submit**.

   The selected item is issued as instructed.
Create a Receipt for Loan Stock

Use this activity to return a loan item back into stock where no pick task was generated for the issue of stock for return. Pick tasks will not be generated by the system for a stock return unless in-transit visibility was required for the stock item.

Note: The return requisition number associated with loan request is available when viewing the loan requisition on MSM141B - Summary of Selected Requisitions.

Activity Steps

1. Access MSE1R1 - Update Receipt Document.
   The MSE1R1 - Update Receipt Document screen displays.

2. Enter a number or a partial number to search for relevant documents that are valid for receipting. The type of document entered in the Document Number field controls the display of other fields on the screen.
   Items matching the search criteria display in the results grid.

3. Enter data in the following fields:
   Return Requisition District
   Return Requisition Number

4. Select Search.
   Items matching the search criteria display in the results grid.

5. Select items to be received by selecting the check box next to each item. Multiple items can also be selected from the results grid by holding down the Shift key while highlighting items.

6. Click Create Task.
   The Dialog Box - Create Task displays.

7. Enter data in the following fields:
   District and Warehouse

8. Select Submit.
   A receipt task will be created for each selected item, with a status of Delivered.
Receive Returned Loan Stock

Use this activity to return an issued loan item back into stock. When the loan items are issued a return requisition is generated by the system. This requisition needs to be acquitted in order to return the items to the warehouse.

**Note:** The return requisition number associated with loan request is available when viewing the loan requisition on MSM141B - Summary of Selected Requisitions.

**Activity Steps**

1. Access **MSE1R1** - Update Receipt Document.
   
   The **MSE1R1** - Update Receipt Document screen displays.

2. Enter a number or a partial number to search for relevant documents that are valid for receipting. The type of document entered in the **Document Number** field controls the display of other fields on the screen.

   Items matching the search criteria display in the results grid.

3. Select the required document.

4. From the row action menu select **View/Enter Details**.

   The **MSE1R2** - Update Receipt Document detail screen displays.

5. Enter data in the following key fields on the **Holdings Grid** for the relevant item:

   - Bin
   - **Category**
   - **Condition**
   - Inspected By (If the item requires inspection)
   - Status (If the item requires inspection)
   - Equipment Reference or Serial Number (If the item is tracked)

   **Note:** You may need to split the receipt task stock holding into individual holdings in order to record tracking information.

   - Use By Date (If the item requires stock management information)
   - Batch Lot (If the item requires stock management information)

6. Select **Save and Return**.

   The **MSE1R1** - Update Receipt Document screen displays.

7. Select **Submit**.

   The items will be recorded as received, and the appropriate waybill or stock holdings updated.

   A message displays at the bottom of the screen indicating that the issue was processed.
Recalling Stock

Stock recalls are used to instruct nominated users to return tracked items to inventory. Ellipse EAM provides functionality to:

- Create a recall type credit requisitions
- Create a negative due out on inventory
- Create a due out for the supply customer or employee
- Produce a picking slip labelled RECALL, which can be sent to the user as an instruction to return the listed item.

When the items are returned to the warehouse, the storesperson completes the recall using the MSE1R1 - Update Receipt Document screen. Recalls can be used with the stock rotation functionality provided by Ellipse EAM.

Diagram

The Recalling Stock diagram represents the recall process for tracked items.

The following business rules govern this process:

The following business rules govern this process:

- Recalls are only applicable to items subject to Inventory Tracking.
- Recalls are limited to owned stock - loan stock items cannot be recalled from a supply customer.
Further Information - Recalling Stocks

Recalls are initiated using the MSM14MA, MSM14AA and MSM14BA requisition screens.

The following information must be entered on the Requisition Header:

- An appropriate credit issue transaction type (refer to below).
- The date the items must be returned to inventory as the date recalled.
- The responsibility code of the holder of the stock to be recalled in the Requested By field.

When creating requisition items after completion of the MSM14MA and MSM14BA Requisition Item screens, if appropriate, control passes to the MSMHDSA Inventory Tracking Details - Serial or MSMHDSB Inventory Tracking Details - Equipment screen for entry of the actual serial numbers or equipment numbers that are to be recalled. This must belong to owned stock not loan stock.

Entry of the recall requisition causes the system to print a special type of recall picking slip at the recall picking slip printer, as determined from the warehouse control information.

The recall picking slip is issued. Where the stock item owner has indicated that in-transit visibility of the return is required, the holding supply customer or employee must confirm the dispatch of the goods by performing an issue against the pick task created when the recall requisition was submitted.

On return of the items to the warehouse, the storesperson completes the recall using the MSE1R1 - Update Receipt Document.

The issuing process decrements the stock of the holding supply customer or employee, increments the inventory holding and clears the respective due out details.

The recall process is used in conjunction with the stock rotation facility.
Recalling Stock - Diagram

The diagram below represents the activities associated with the Recalling Stock process.

1. Supplier advises that items in Batch Lot D need to be returned.
2. Search for Batch Lot D
3. Create a Recall Requisition
4. Supply Customer/Employee returns item to the Warehouse
5. Receive Stock (Issue Requisition)
6. Return items to the Supplier
7. End
Create a Recall Requisition

Use this activity to create a recall requisition. A recall requisition is used to get a supply customer or employee to return items to the warehouse by a specific date. If the recall is for a tracked item, the MSMHDSA Inventory Tracking Details - Serial or MSMHDSB Inventory Tracking Details - Equipment screen displays for selection of the tracking references.

Once the requisition has been created, if a supply customer issue was requested then a pick task will be created against the supply customer. The goods should be returned to the warehouse and are then received as recall stock.

Activity Steps

1. Access MS014M - Recall Requisitions.
   - The MSM14MA - Requisition Header - Create Recall screen displays.

2. Enter data in the following fields on the General tab:
   - Recalled From
   - Date Recalled
   - Supply Customer Issue Required
   - Authorised By
   - Warehouse
   - Transaction Type (Enter a credit type)
   - At least one of:
     - W/Ord or Pr
     - Equip. Ref.
     - Cost Centre

3. Enter data in the following fields on the Delivery/Priority tab:
   - Priority

4. Select Submit.
   - Select Submit. This confirms the transaction.
   - The MSM14BA - Requisition Item Details screen displays.

   **Note:** If your security configuration limits your requisitioning ability to a single item at a time, the MSM14AA - Requisition Item Details screen displays instead of the MSM14BA screen.

5. Enter data in the following fields:
   - Quantity - Enter a negative value
   - UOM
   - Type
   - Type Id/Description

6. Select Submit.
   - For a serial-tracked item, the MSMHDSA - Inventory Tracking Details - Serial screen displays.
   - For an equipment-tracked item, the MSMHDSB - Inventory Tracking Details - Equipment screen displays.
7. Select the line item for each tracking reference that relates to an item being recalled. The number of references selected must equal the quantity of items being recalled. This quantity displays in the Quantity to Select field on this screen.

8. Select Submit.
Receive Recall Stock

Use this activity to receive recall stock into the warehouse. Recall stock is stock that has been returned to the warehouse by a recall requisition from a supply customer or employee. Equipment numbers or serial numbers will need to be entered once the recall requisition details have been entered.

**Note:** If in-transit visibility was requested, the recall stock will need to be picked prior to being received.

**Activity Steps**

1. Access **MSE1R1** - Update Receipt Document. The **MSE1R1** - Update Receipt Document screen displays.

2. Enter a number or a partial number to search for relevant documents that are valid for receipting. The type of document entered in the **Document Number** field controls the display of other fields on the screen.
   Items matching the search criteria display in the results grid. The **Additional Details** column which display Required.

3. Click **View/Enter Details** from the Action menu for the row. The **MSE1R2** - Update Receipt Document detail screen displays.

4. Enter data in the following fields on the Quantities tab:
   - Bin Location
   - Category
   - Condition

5. If the item requires inspection:
   - Inspected By
   - Status

6. If the item is tracked:
   - Equipment Reference or Serial Number
   You may need to split the receipt task stock holding into individual holdings in order to record tracking information. Refer to the Stores activity Split a Stock Holding Prior to Receipt from Step 5 onwards for instructions on splitting a stock holding.

7. If the item requires stock management information:
   - Use By Date
   - Batch Lot

8. Click **Save and Return**. The **MSE1R1** - Update Receipt Document detail screen displays.

9. Enter data in the following fields:
   - Receive
     - Select the check box.
   - Received By
   - If the item being received is associated with a purchase order or repair order:
     - Receipt Reference
   - If the quantity received is different to the quantity requested:
Complete Order or *Item Oversupply*

10. Select **Submit**.

The items are recorded as received, and the stock holdings are updated.
Maintaining Supply Customer

A supply customer account can be set up to allow requisitioning of goods on behalf of a group. This account allows you to identify goods that are requisitioned, held or consumed. A supply customer account is owned by one of the following entities:

- Employee
- Business unit
- Supplier
- Accounts Receivable customer
- Non-employee
- Other

The most common types of supply customer accounts are individual employees and groups such as departments, units or sections (these are business units) that requisition stock for use. The supply customer accounts can be arranged in a parent–subordinate relationship for reporting purposes, and for entitlement checking if the Entitlements module is installed.

Business Rules

The following business rules govern this process:

- **Supply Customer Account Restricted** - If user IDs or positions are added to the supply customer account, only those employees or incumbents of the nominated positions are allowed to use the supply customer account for requisitions.
- **Supply Customer Account Unrestricted** - If no user IDs or positions are added, the supply customer account can be used by all employees to requisition goods, if that supply customer account is permitted to be used on requisitions.
- **Supply Customer Account Suspended** - Suspended supply customer accounts may only be used for the following transactions:
  - Receipt of warehouse requisitions
  - Receipt of loans
  - Creation of credit/ return and recall requisitions
  - Outward transfer requests
  - Confirmation of outward transfers
  - Stock adjustments
  - Removal of entitlement items
  - Cancellation of outstanding requisitions
  - Re-activate supply customer account
  - Close supply customer account
- **Supply Customer Account Closed** - The supply customer account may only be closed if there are no outstanding transactions or stock holdings recorded. No new transactions may be raised for the supply customer account.
Create a Supply Customer

Use this activity to create a new supply customer account.

Activity Steps

1. Access MS0014 - Supply Customers.
   The MSM014A - Maintain Supply Customer Menu screen displays.
2. Select Create Supply Customer in the Option field.
3. Enter data in the following field:
   Supply Customer
4. Select Submit.
   The MSM014B - Supply Customer screen displays.
5. Enter data in the following fields:
   Supply Customer ID
   The field displaying the Supply Customer ID is protected, but you are required to enter the description of the Supply Customer ID in the open field next to the protected field.
   The first line of the description field is mandatory.
6. Enter data in the following fields on the General tab:
   Account Type
   Owner Type
   Owner Id
   Position ID
   Status
   When the Owner Type field is entered, the Owner ID field becomes mandatory. The owner ID data will then be validated against the relevant entity type on the Owner Type field.
   The Status field defaults to O (Open).
7. Enter data in the following fields on the Requisitioning tab:
   Allow Requisitions
   Restrict To
   The Allow requisition field is an optional field and defaults to N (No). If you do not change the default, the supply customer will not be able to be used to requisition.
   In the Restrict To fields, enter up to 10 employee IDs to which requisitioning is limited for this supply customer.
   Entry is optional and is only available if the Allow Requisitions is set to Y.
8. Select Submit.
9. Select Submit.
   The MSM014B - Create Supply Customer screen updates and a blank screen displays for the creation of a new supply customer, if applicable.
   After the successful creation of a supply customer account, this screen re-displays with all fields blank but protected, except for the Supply Customer ID field.
   To create another supply customer account, enter a new supply customer ID.
Update Supply Customer

Use this activity to update an existing supply customer account.

Activity Steps

1. Access MS0014 - Supply Customers.
   The MSM014A - Maintain Supply Customer Menu screen displays.
2. Select Modify Supply Customer in the Option field.
3. Enter data in the following field:
   Supply Customer
4. Select Submit.
   The MSM014B - Supply Customer screen displays.
5. Modify data as required.
6. Select Submit.
   You are returned to the MSM014A - Maintain Supply Customer Menu screen.
Delete Supply Customer

Use this activity to delete a closed supply customer account.

**Activity Steps**
1. Access **MS0014** - Supply Customers.
   
   The **MSM014A** - Maintain Supply Customer Menu screen displays.
2. Select **Delete Supply Customer** in the **Option** field.
3. Enter data in the following field:
   
   **Supply Customer**
4. Select **Submit**.
   
   The **MSM014B** - Delete Supply Customer screen displays. All fields are protected from entry.
5. Select **Yes**.
   
   This deletes the supply customer - only supply customers with a **Closed** status can be deleted.
   
   If **Yes** is clicked, the supply customer and associated information, for example reference codes (if applicable), will be deleted.
6. Select **Submit**.
   
   The **MSM014B** - Delete Supply Customer screen updates and a blank screen is displayed with the **Supply Customer** field open for identification of the next supply customer account to be deleted.
7. Select **Reset** to exit.
   
   The **MSM014A** - Maintain Supply Customer Menu screen displays again.
Suspend Supply Customer

Use this activity to suspend an existing supply customer account with an Open status. A suspended supply customer account is one that can only be used for the following transactions:

- Receipt of warehouse requisitions
- Receipt of loans
- Creation of credit/return and recall requisitions
- Outward transfer requests
- Confirmation of outward transfers
- Stock adjustments
- Removal of entitlement items
- Cancellation of outstanding requisitions
- Re-activate supply customer
- Close supply customer

Activity Steps

1. Access MSO014 - Supply Customers.
   The MSM014A - Maintain Supply Customer Menu screen displays.
2. Select Suspend Supply Customer in the Option field.
3. Enter data in the following field:
   Supply Customer
4. Select Submit.
   The MSM014B - Supply Customer screen displays. All fields are protected from entry.
5. Select Yes.
   This suspends the supply customer - only supply customers with an Open status can be suspended.
6. Select Submit.
   The MSM014B - Supply Customer screen displays. A blank screen displays with the Supply Customer field open for identification of the next supply customer account to be suspended.
7. Select Reset to exit.
   The MSM014A - Maintain Supply Customer Menu screen displays again.
Close Supply Customer

Use this activity to close an existing supply customer account. A supply customer account may only be closed if there are no outstanding transactions or stock holdings recorded. No new transactions may be raised for a closed supply customer.

Activity Steps

1. Access MS0014 - Supply Customers.
   - The MSM014A - Maintain Supply Customer Menu screen displays.
2. Select Close Supply Customer in the Option field.
3. Enter data in the following field:
   - Supply Customer
4. Select Submit.
   - The MSM014B - Supply Customer screen displays. All fields are protected from entry.
5. Select Yes.
   - This closes the supply customer - only supply customers with no outstanding transactions, stock holdings, child accounts, or associated entitlement IDs can be closed.
6. Select Submit.
   - The MSM014B - Supply Customer screen displays. A blank screen displays with the Supply Customer field open for identification of the next supply customer account to be closed.
7. Select Reset to exit.
   - The MSM014A screen displays again.
Re-Open Supply Customer

Use this activity to re-open a closed or suspended supply customer account.

Activity Steps
1. Access MS0014 - Supply Customers.
   The MSM014A - Maintain Supply Customer Menu screen displays.
2. Select Re-Open Supply Customer in the Option field.
3. Enter data in the following field:
   Supply Customer
4. Select Submit.
   The MSM014B - Supply Customer screen displays. All fields are protected from entry.
5. Select Yes.
   This re-opens the supply customer - only supply customers with a Closed or Suspended status can be opened.
6. Select Submit.
   The MSM014B - Supply Customer screen displays. A blank screen displays with the Supply Customer field open for identification of the next supply customer account to be re-opened.
7. Select Reset to exit.
   The MSM014A - Maintain Supply Customer Menu screen displays again.
Reviewing Supply Customer

Supply customers can be arranged in a parent-subordinate relationship for reporting purposes, and for entitlement checking if the Entitlements module is installed.

You can use the following three methods to review the supply customer details:

**Supply Customer**

The MSM01BC - Supply Customer Review screen displays and results in the full details for a supply customer being displayed.

**Entitlement Parent ID**

The MSM01BB - Supply Customer Review By Entitlement Parent screen displays and results in all the supply customers that relate to the entitlement parent ID being displayed. If only one supply customer is found, then the full details of the supply customer display on the MSM01BC - Supply Customer Review screen.

**Reference Codes**

The MSM073B - Reference Code Search for Supply Customer screen displays and results in all the supply customers containing a specific reference code value being displayed.
**Review Supply Customer**

Use this activity to review the details of an existing Supply Customer record.

**Activity Steps**

1. Access **MSO01B - Review Supply Customers**.
   The MSM01BA - Review Supply Customers screen displays.
2. Select **Review Supply Customer** in the **Option** field.
3. Enter data in the following field:
   - **Supply Customer**
4. Select **Submit**.
   The MSM01BC - Review Supply Customer screen displays.
5. Review data as required.

**To review Reference Codes:**

1. Click **Review Reference Codes**.
   The **MSM072B** - Review Reference Codes For (Entity Name) screen displays.
2. Review data as required.

**To review Stock Code Holdings:**

1. Click **Stock Code Holdings**.
   The **MSE1RS** - Review Stock Code Holdings detail screen displays.
2. Review data as required.

**To review Receiving Supply Customers:**

1. Click **Receiving Supply Customer**.
   The **MSM12KB** - Supply Customer Stock Transfer Request Summary screen displays.
2. Review data as required.

**To review the details of the next supply customer:**

1. Click **Next Supply Cust**.
   The MSM01BC screen refreshes and the details of the next supply customer displays.
2. Review data as required.
Review Supply Customer Details by Reference Code

Use this activity to review the details of a Supply Customer by using a reference code.

Activity Steps
1. Access **MS001B** - Review Supply Customers.
   - The MSM01BA - Review Supply Customers screen displays.
2. Select **Select by Reference Code** in the **Option** field.
3. Select **Submit**.
   - The **MSM073A** - Maintain Search Parameters for Supply Customer screen displays.
4. Enter data in the following field:
   - **Search Value**
5. Select **Submit**.
   - The **MSM073B** - Review Reference Codes for Supply Customer screen displays with a list of Supply Customers with the selected reference code.

To review reference codes for a Supply Customer:
1. Select the Supply Customer to be reviewed.
2. Click **Review**.
   - The **MSM072B** - Review Reference Codes for Supply Customer screen displays.
3. Review data as required.
4. Select **Reset** to exit.

To select the Supply Customer:
1. Select the Supply Customer to be reviewed.
2. Click **Select**.
   - You are returned to the MSM01BA - Review Supply Customers screen.
3. Select **Submit**.
4. Review data as required.
5. Click **Submit** to exit.
Inventory Tracking - Reports

Reports

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MSB121 - Supply Customer Stock Transfer Housekeeping ...................................... 97
MSR122 - Overdue Loans Report ........................................................................... 98
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MSR150 - Receiving Report .................................................................................... 100
MSR191 - Batch Lot Location by Supply Customers Report ................................... 101
MSB17V - Valuation Accounting Report

The MSB17V program lists the summed value of stock items from Inventory Control file (MSF170) or Category Costed file (MSF194) when the stock code is category costed.

For each stock code within the district, the following details display:

- Stock Code and Description
- Category
- Inventory or Asset
- Unit of Issue
- Stock on Hand
- Item Cost Price
- Currency Type
- Value At
- Inventory Value

At the end of the report, the following details display:

- Total Value at Net-Realisable Value (N)
- Total Value at Cost Replacement Value (C)
- Total Value at Inventory Cost Price (I)
- Total for all District

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Report Mode

(D - Detailed, S - Summary)

Enter the mode type. The report is generated in the selected mode.

All Districts

Enter either Y or N. If Y is entered all districts are reported.
MSB121 - Supply Customer Stock Transfer
Housekeeping

The MSB121 report deletes any completed supply customer account transfer requests that have been completed for more than a specified period. This batch job can be generated at any time.

The MSB121 report prints a control summary level summarising the following details of the run as follows:

- The number of permanent transfer requests deleted
- The number of short term transfer requests deleted
- The number of loan return transfer requests deleted

For short term transfers, the completion date used is the date of completion of the return transfer.

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Retention Days

Enter the number of days (0 to 999) that indicate how long completed supply customer transfers are to be kept.

The completion date for a short term transfer is based on the completion date of the corresponding loan return transfer.
MSR122 - Overdue Loans Report

The MSR122 report lists all loans that have passed their due back date. This report accesses the loan return records and reports those with the authoriser matching the position on the request and with the date required less than today's date. This report can be generated at any time.

This report is sorted in requested by order and then by stock code.

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Loan Managers Position ID

Enter the loan manager's position ID. All loans that have passed their due back date for the specified loan manager will be printed.
**MSR125 - Supply Customer Qty/Tracking ID Mismatch Report**

The MSR125 report reconciles the stock holdings recorded for a supply customer against the number of tracked items recorded for that supply customer.

This report is sorted in stock code order within supply customer ID sequence. The report can be printed as required. It is recommended that this report be requested on a cyclical basis, for example monthly.

For each supply customer/stock holding where there is a difference between the stock on hand quantity and the number of tracking records, details of the stock holding, batch lot (if applicable) and the tracking references recorded against the supply customer are printed.
MSR150 - Receiving Report

Report MSR150 is used to aid the receiving officers when receiving goods against purchase orders. This report is sorted by purchase order number and is requested using the receiving program (MSE1R1/MSE1R2).

The printer is either:

- Determined by the nominated warehouse (refer to the Table file details for the Table File WH - Warehouse Identification)
- Nominated during the report request process

The following information is printed for each purchase order:

- Supplier code and name
- Order number
- Item, description, part number, stock code, dues out (including total picked), reservations, and SOH (consignment and owned added)
- A hazardous goods warning message displays if the stock item is flagged on the Catalogue as hazardous
- UOP, UOI and conversion factor and quantity received
- Locations where this item can be stored and the current stock in each (if SOH is monitored at the bin level)
- Quantity to come on this order
- Fields for writing the receiving information
- Originating issue requisition if the purchase order item is the result of order on demand processing

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Purchase Order Number

Enter the purchase order number for the order to be printed.
MSR191 - Batch Lot Location by Supply Customers Report

The MSR191 report provides a list of supply customers and employees that have stock holdings of the specified stock code in a specified batch lot. It is normally used when a batch lot is recalled by the supplier. This report is produced in supply customer order for each supply customer with stock holdings of the required Batch Lot. This report can be generated at any time.

The following details are printed on the page heading:

- Stock code and description
- Batch lot number
- Date the batch lot is to be used by (if applicable)
- Unit of issue for the stock code

The following details are printed for each supply customer that has stock holdings for the specified stock code and batch lot number:

- Supply customer ID or employee ID
- Supply customer name or employee name
- Quantity

Additional Information

**Parameters**

Enter the following information in the Report Request Selection screen for this report:

**Stock Code**

Enter the stock code of the batch lot for which the report is to be printed. This field is mandatory.

**Batch Lot**

Enter the batch lot number of the batch lot to be reported for the stock code. This field is mandatory.
Inventory Tracking - Screens

Screens

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**Dialog Box - Issue Details**

Use this dialog box to initiate the issue of goods against selected Pick Tasks.

The fields on this screen are described below:

**Issued By**
The ID of the person issuing the items.

**ISSUE TO**
The display and format of the following fields depends on the Issue Type that is selected.

**Issue Type**
The way in which the stock is to be issued, for example, to be packed or added to a waybill.

**Waybill Number**
The waybill number to which the issued quantity is to be added. This is a mandatory field if goods are to be issued to a waybill. It will be editable if a new waybill is specified.

This option is only available if the Transport Consolidation module is installed.

**Current Location**
The current location of stock to be added to the waybill. This field is mandatory when issuing to a new waybill.

**Number of Units**
The number of units to be added to the waybill. This field is mandatory when issuing or packing to a new waybill.

**Pack Location**
The location where packing is to be carried out. This field is mandatory if issuing to pack.

**Pack Type**
The type of packing to be performed. This option is only available when issuing to pack.

**What Action is Required?**

**Complete Item**
Do not select if less than the total number of items on the request are issued.

**Inability Reason**
If the pick task is not Complete, select the reason for the inability to supply all requested items.

**PRINT PACKING LIST**

**Pack Action**
The action to be taken when creating packing lists.

**Printer**
The printer on which packing lists will be printed.

**No. of Copies for Reports**
The number of copies to be printed.
Dialog Box - Open Global Holdings

Use this dialog box to specify a stock code in order to display all of its current or historical holdings. Holdings for this stock code display in both a hierarchical and summary form.

Stock Code
The stock code for which holdings are to be displayed. This field is mandatory.

Show Zero Holdings
Indicates if historical details for stock items that are not currently held should be included.
Dialog Box - Open Parent Supply Customer

Use this dialog box to display a hierarchal view of all current or historical stock holdings for a stock code held by a parent supply customer and its children. Aggregated stock holding details will also be calculated and displayed.

Stock Code
The stock code for which holdings are to be displayed. This field is mandatory.

Supply Customer Account Identification
The identifier for the parent supply customer account holding this stock item. This field is mandatory.

Show Zero Holdings
Indicates if historical details for stock items that are not currently held should be included.
Dialog Box - Open Supply Customer

Use this dialog box to display current or historical stock holdings for a particular supply customer. Details of individual stock code holdings can be selected from the hierarchical display.

Supply Customer Account Identification

The ID for the supply customer account to be displayed. This field is mandatory.

Show Zero Holdings

Indicates if historical details for stock items that are not currently held should be included.
Dialog Box - Open Supply Customer by Stock Code

Use this dialog box to display current or historical stock holdings for a particular supply customer and stock code.

**Stock Code**

The stock code for which holdings are to be displayed. This field is mandatory.

**Supply Customer Account Identification**

The ID for the supply customer account to be displayed. This field is mandatory.

**Show Zero Holdings**

Indicates if historical details for stock items that are not currently held should be included.
Dialog Box - Receiving Report

Use this dialog box to print a receiving report for one or more items being received.

**BATCH DEFAULT PARAMETERS**

**Medium**

Enter another output medium, if required. This field is not available if the report request parameter specifies that entry is not permitted. The Email medium is only available when the Electronic Mail module is installed.

Available mediums are listed below:

<table>
<thead>
<tr>
<th>Medium</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Printed report (default)</td>
</tr>
<tr>
<td>R</td>
<td>Review report online - available when ABB Ellipse EAM Reporting (Ellipse Reporting) module is not installed.</td>
</tr>
<tr>
<td>F</td>
<td>File format - contains no page headings and is normally used as an interface data file to another system, for example, a spreadsheet on a PC.</td>
</tr>
<tr>
<td>M</td>
<td>Email report - only available when the Electronic Mail module is installed.</td>
</tr>
<tr>
<td>U</td>
<td>Publish report - Publish medium used for output designer reports that are to be emailed. Only available when the Output Designer module is installed and the requested report is an RDL report (3rd character of report Id is R).</td>
</tr>
<tr>
<td>I</td>
<td>Reporting inbox - only available when ABB Ellipse EAM Reporting (Ellipse Reporting) module is installed.</td>
</tr>
</tbody>
</table>

**Start Option**

Enter the start option. Entry determines whether the program can be initiated from the online system or can only be run as part of the overnight run.

The following values are valid:

<table>
<thead>
<tr>
<th>Start Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>This program can be initiated online. The user security level required is 4, 6, 7, 8 or 9.</td>
</tr>
<tr>
<td>N</td>
<td>This program can only be run in the overnight processing.</td>
</tr>
</tbody>
</table>

The system administrator can override this option at the time of request.

**Defer Date**

Enter the date on which this report is to be created. The default is the current date. The report will not be produced before this date.

**Defer Time**

The time at which the report is to be created. The default is the current time. This report will not be produced before this time on the defer date.
**Request Date**
The report request date. This defaults to the current date.

**Request Date**
The report request time. This defaults to the current time.

**Printer**
The printer on which the report should be printed. This field is mandatory.

**Number of Copies**
The number of copies to be printed. This field is mandatory.

**Request Rec No**
(Request Record Number)
The request number used to separate different types of requests for the same report.

**PARAMETERS**

**Purchase Order Number**
The purchase order number related to the goods for which the receiving report should be printed. This field is mandatory.

**Purchase Order Item Number range: from**
The first purchase order item number to be included on the receiving report. This field is mandatory.

**to**
The last purchase order item number to be included on the receiving report.
Dialog Box - Finalise Discrepancy

Use this dialog box to select and finalise the type of discrepancy of the stock holding.

**Note:** When finalising a discrepancy, a warning dialog box displays if there are outstanding Dues In or Waiting Receipt tasks. Click **Confirm** to continue.

**Discrepancy Resolution Code**

This code indicates how the discrepancy task has been resolved. Entry is validated against the Table File DRRC - Discrepancy Reason Resolution. This field is mandatory

**Finalise As**

Select if the discrepancy relates to **Owned Stock** or **Consignment Stock**. This field is mandatory if consignment stock is in use.
MSE1II - Search Immediate Issue

Use this screen to search for immediate issue tasks. This process is completed after the actual issue takes place. As such there is no concept of task creation, task assignment, task printing or transfer inability within the immediate issue process.

Related Processes and Activities

Consume Supply Customer Stock

Stock Code
The stock code for the item.

Category
The inventory category code associated with this transaction. Entry is validated against the Table File IG - Inventory Category.

Survey Number
The survey number for the item.

Survey Item
The description of the survey item.

ISSUED FROM

District
The district from which the immediate issue is to originate. This field is mandatory if issuing from a district or warehouse.

Warehouse
The warehouse issuing the item. The warehouse description displays to the right.

Supply Customer
The supply customer currently holding the stock to be transferred. If supply customer security is in use, you must have access to perform an issue from the nominated supply customer.

This field is mandatory if issuing from a supply customer.

Employee
The employee ID holding the stock item.

This field is mandatory if issuing from an employee.

REQUESTED BY

Supply Customer
The supply customer requesting the item issue.

Employee
The employee ID requesting the item issue.
Perform Install
Indicates if an install should be performed for the requested item on issue.
If selected, the system will require entry of installation details prior to finalising the issue. Only repairable items can be installed.

Build Id
The build to which goods are being issued.
This field is only available if Build Item Management is enabled. If a build ID is entered, the work order and cost centre associated with the build are used.

Functions and Actions
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.
An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.
Action buttons also display:
• In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
• In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.
These buttons perform actions related to the screen, and range from adding an image to opening another application.
• Print Packing List - Displays the MSE1PP - Search Packing List screen.
**MSE1II - Immediate Issue Detail**

Use this screen to update and review immediate issue tasks by entering details of quantities issued as well as any other information required to complete the issue. This information will vary depending on the stock code configuration as well as if the issue was from a warehouse, supply customer or employee.

**Note:** The only types of immediate issues allowed from an SCA or employee are an Issue to Consumption, Repair Item Install, or a Return to Warehouse.

**Related Processes and Activities**

Consume Supply Customer Stock.................................................................

**Stock Code**

The stock code for the item.

**Category**

The inventory category code associated with this transaction. Entry is validated against the Table File IG - Inventory Category.

**REQUISITION**

**Requisition**

The requisition number associated with the issue.

**Transaction Type**

The transaction type for the issue.

This field is mandatory.

**ISSUED FROM**

**District**

The code for the issuing district. The district description displays to the right.

This field displays for an issue from a district or warehouse.

**Warehouse**

The warehouse issuing the item. The warehouse description displays to the right.

This field displays for an issue from a district or warehouse.

**Supply Customer**

The supply customer currently holding the stock to be transferred. If supply customer security is in use, you must have access to perform an issue from the nominated supply customer.

This field displays if you are issuing from a supply customer.

**Employee**

The employee ID holding the stock item.

This field displays if you are issuing from an employee.
REQUESTED BY

Employee
The employee ID requesting the item issue.

Position
The ID of the position requesting the item.

Supply Customer
The supply customer requesting the item issue.

Build Id
The build to which goods are being issued.
This field is only available if Build Item Management is enabled. If a build ID is entered, the work order and cost centre associated with the build will be used.

PROCESSING

Processed By
The ID of the employee who processed the issue. This field is mandatory.

Authorised By
The employee who will authorise the issue. This field is mandatory.

Processed Date
The date the issue is processed. This field is mandatory.

Authorised Position Id
The position of the person who authorised the issue. This field is required if the system cannot determine the authorised position.

COSTING A and B

Note: There are two sets of costing, A and B. A percentage of costing must be allocated to at least one set. The total must equal 100%.

District
The district code relating to the entered costing details. This field defaults to the logged-in district.

Note: This field is only available if you have access to cost to another district.

Cost Code
The cost centre and expense element or account code to which the issue is to be charged.
The field is only available for warehouse issues.

Project Number
The project number to which the issue is charged.

Note: This field only displays if the Project Control module is installed.

Work Order
The work order to which costs are to be charged.
Note: This field only displays if issuing from a warehouse and the Work Order module is installed.

**Equipment Reference**
The equipment reference to which costs are to be charged.

**Note:** This field only displays if issuing from a warehouse and the Equipment Register module is installed.

**Percentage**
The percentage value to be allocated to this cost code. Percentage A defaults to 100.
The total allocation for Costing A and B must equal 100%.

**SUMMARY GRID**

**SOH**
(Stock on Hand)
The quantity of available stock on hand for an item.

**Issue Qty**
(Issue Quantity)
The quantity to be issued.

**Bin Location**
The code for the warehouse bin location where the stock item is held.
This field is mandatory if the stock code is held as stock at bin for the entered warehouse. This field is also mandatory if the **Inventory Category** is entered.

**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

**Category Description**
(Category Description)
The inventory category code description.

**Condition**
The condition code for the item. Entry is validated against the CD - Stock Condition Code table file.

**Condition Description**
(Condition Description)
The condition code description.

**Batch Lot**
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Used By Date**
The use by date for the stock item. This is only applicable for items that are shelf-life managed.
Serial Number
The serial number of the stock code. This is only applicable for items that are serial tracked.

Equipment Number
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

Functions and Actions
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

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Action buttons also display:

- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Observation** - Opens the Dialog Box - Observation.
- **Print Packing List** - Displays the MSE1PP - Search Packing List screen.
MSE1R1 - Update Receipt Document

Use this screen to record a receipt relating to any of the following document types:

- **Purchase Orders**
- **Waybills**
- **Requisitions**
- Transfers
- Foreign Military Sales

MSE1R1 dynamically displays fields, checklists or actions based on the document type being processed to improve the ease of use and efficiency of the receipting process. MSE1R1 features:

- Minimal button clicks. For example, the search is automatically triggered once the document number is entered or selected from the list without selecting **Submit**.
- Screens only display information relevant for the document type being receipted. For example, a receipt reference is not relevant for warehouse transfers so it is not displayed for this document type, however, for a purchase order it is displayed and a value is mandatory.
- Fields pre-populate with existing information. You only have to enter information that cannot be pre-populated from Ellipse EAM. All input field values that can be obtained from the document itself, from Ellipse EAM's default values or an end-user's preferences are pre-populated, for example, a primary bin defined for a stock item will be used as the default bin for that stock item.

**Document Number**

The document number for which a receipt is to be processed.

Enter a number or a partial number to search for relevant documents that are valid for receipting. The type of document entered in this field controls the display of other fields on the screen.

The types of documents that can be receipted are:

- Purchase orders
- Requisitions
- Waybills

**Note:** After entering the document number, only the fields relevant to the document type display on the MSE1R1 screen.

In case of a partial entry, the list consists of valid document numbers in the following order:

- Document number
- Document district
- Document type description

If there are multiple document types for the same document number, for example, a waybill and a requisition that share the same document number of "A00001", the list displays BOTH options clearly, so that you can identify which document type you wish to receipt.

**Document Item (Start From)**

Use the **Document Item (Start From)** field to display this item in the top row of the results grid. All subsequent items will also display.

The results grid displays document items that are equal to or greater than the document item number entered. No items are displayed if the document item nominated and all subsequent document items for this document have no outstanding quantity for receipt or does not exist.
**Supplier Number**

The supplier number.
This is a read-only field.

**Global PO**

Indicates whether the purchase order is a global purchase order.
This is a read-only field.

**Delivery Location**

The location specified for item delivery.
This is a read-only field.

**Receiving Details**

The following fields relate to the receiving details for the item being receipted.

**Receipt Reference**

Enter the packing slip number, delivery note number or any other reference number as required.
This field is mandatory.

**Receipt Date**

The date on which the item was received. This field is automatically populated with the current date.

*Note:* The receipt date must be today’s date or earlier. A receipt date in the future is not a valid date.

**Receiving District**

The district associated with the items to be received. This field only displays for items to be received into a district warehouse.

**Receiving District** does not display if the purchase order is a Direct Delivery type.
If the purchase order is a Global PO then **Receiving District** is disabled if the **Receiving Supply Customer** field is populated.

**Receiving Supply Customer**

The supply customer against which the items will be received.

**Receiving District** does not display if the purchase order is a direct delivery type.
If the purchase order is a Global PO, then **Receiving Supply Customer** is disabled if the **Receiving District** field is populated.
If an offsite SCA is entered, the **Receipt into Goods Holding** field is disabled.

**Receiving Employee**

The employee against whom the items will be received.

**Receiving Employee** does not display if the purchase order type is a direct delivery.

**Offsite Supply Customer**

The off-site supply customer against which the items will be received.
Enter the supply customer number or click to search **MS001B** for a customer.
Requested By Employee
The employee code of the person who requested the item. This is a read-only field.

Received By
The person who physically received the items for this the document

Received By is automatically populated with the login ID.

Received By Position
The position to be used when processing this receipt. Received By Position is automatically populated with the login ID.

Received By Position displays only if the Received By employee is associated with multiple positions that have the authority required to process receipts (RCPT authority).

Receipt into Goods Holding
Indicates if the order should be receipted into goods holding. The district, warehouse and bin location fields for the goods holding area are enabled.

If an offsite SCA is entered, the Receipt into Goods Holding field is disabled.

Waybill Action
The waybill action, which is one of the following options:
- Existing Waybill
- New Waybill

Displays only if an offsite SCA is entered into Receiving Supply Customer.

Waybill Number
The waybill number with which the items being received will be associated.
Displays only if an offsite SCA is entered into Receiving Supply Customer.

Number of Units
The number of units being received.
Displays only if an offsite SCA is entered into Receiving Supply Customer.
This field is enabled only if the Waybill Action option is New Waybill.

Current Location
The current location of the items on the new waybill.
Displays only if an offsite SCA is entered into Receiving Supply Customer.
This field is enabled only if the Waybill Action option is New Waybill.

Waybill Receiving District
The district associated with the items to be received. This field only displays for items to be received into a district warehouse.
Displays only if an offsite SCA is entered into Receiving Supply Customer and it is a Global PO.

Warehouse
The warehouse associated with the items to be received. This field only displays for items to be received into a district warehouse.
Displays only if an offsite SCA is entered into Receiving Supply Customer and it is a Global PO.

**Receive All**
Select to receive all the items displayed in the results grid. This field should be selected if you are receiving the entire order.

- Where there is more than one screen full of items for the document on the order, each screen displays in turn for confirmation. No changes to values are allowed.
- For a simple receipt, if Receipt All is selected, the Select for Receipt checkbox in the grid is automatically selected.
- For a complex receipt, if Receipt All is selected, the Select for Receipt checkbox is automatically selected for items that have a value in the Receipt Qty field.

**Requisition District**
A unique identification of the warehouse or purchase requisition against which the goods are to be associated.

This field only displays if the Document Number is a credit requisition.

**Required by Date**
This field displays the date by which the requisition is due.

**Functions and Actions**
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

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- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Submit** - Receives all items where the Select for Receipt is ticked and the Receipt Qty > 0.
- **Refresh** - Clears the screen to allow entry of a new document number.
- **Print Receiving Report** - Click to print one or more receiving reports. The MSM151A - Print Receiving Reports screen displays; you can print the reports to the default printer at a selected warehouse.
  
  Displays for all types of purchase orders.
- **Purchase Order Review** - Click to review the purchase order. The MSM221A - Review Purchase Order screen displays, where you can review the purchase order details.
  
  Displays for all types of purchase orders.
- **Narrative** - Click to review/enter narrative attached to the purchase order. The MSM228A - Create Narrative Text screen displays.
  
  Displays for all types of purchase orders.
- **Clauses** - Click to activate clauses for the receipt. The MSE005 - Update Standard Clauses Link screen displays.
  
  Clauses displays for all purchase order types.
• **Print Bin Labels** - Click to print bin labels for a warehouse. Select the printer and number of copies to print.
  Displays for all purchase order types, except for Return to Supplier purchase orders.

• **Requisition Review** - Click to review the requisition. The MSM140A screen displays.
  Displays for all requisition types that can be receipted using MSE1R1.

• **Reactivations** - Click to process reactivations. The MSE1RE - Search Reactivation screen displays. The stock code and warehouse are passed to the MSE1RE - Search Reactivation screen and the search is automatically performed.
  Displays if reactivations are available for any of the items that have just been receipted. Items that have not yet been receipted cannot be reactivated.
  If the search returns only one result, the MSE1RE - Review Reactivation screen automatically displays with the details of the reactivation.

**Requisition Reactivation Security Rules**

The following security rules apply to MSE1RE and MSE1R1:

<table>
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<th>Level</th>
<th>Security Rules</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Reactivate all requisition items for this stock code.</td>
</tr>
<tr>
<td>2</td>
<td>Reactivate up to the total available quantity.</td>
</tr>
<tr>
<td>&gt;2</td>
<td>You can nominate the requisition item and quantity to be reactivated. The requisitions are listed in required delivery date (RDD) sequence. The quantity outstanding defaults into the Reactivations column up to the total available quantity.</td>
</tr>
</tbody>
</table>

**Access Level = 1:**

If your access is level 1, the system automatically reactivates any requisition and puts any remaining receipt quantity to stock.

• QTY received = 100: 5 requisitions with total quantity outstanding on them = 50; quantity returned to stock = 50.

  **Note:** The receipt program displays the message **Automatic reactivation has occurred – pick tasks created.**

**Access Level = 2:**

If your access is level 2, the system allows access to MSE1RE but only displays the requisitions (oldest RDD first) that have their status of Stock Unavailable.

• QTY received = 100:
  • Requisition 1 outstanding (RDD 30 May 2010) = 60
  • Requisition 2 outstanding (RDD 6 Jun 2010) = 35
  • Requisition 3 outstanding (RDD 1 Jul 2010) = 20
  • Requisition 4 outstanding (RDD 30 Jul 2010) = 10

  **Note:** The system displays only requisitions 1, 2 and 3.

**Access Level = >2:**

If your access is greater than 2, the system allows access to MSE1RE showing all requisitions that are waiting on stock to become available. The requisitions display in order of requisition RDD with the oldest RDD as the first entry on the grid.
• QTY received = 50:
  • Requisition 1 outstanding (RDD 30 May 2010) = 60
  • Requisition 2 outstanding (RDD 6 Jun 2010) = 35
  • Requisition 3 outstanding (RDD 1 Jul 2010) = 20
  • Requisition 4 outstanding (RDD 30 Jul 2010) = 10

  **Note:** The system displays all four requisitions.

**For Immediate Provisioning:**

• When an increase of holdings occurs at the district or warehouse, either by stocktake adjustment or return of stock to warehouse, the system searches for any eligible requisitions, and reactivates and creates a pick task following the RDD rules.

• If one of those requisitions has a purchase order attached to it, the system displays a message that it has been automatically reactivated. Any other requisition that can be satisfied due to the increase of holdings is processed as per the security settings and displays the current message **Reactivations Available**, as well as the auto-reactivated message.

• If the increase of stock only partially satisfies the immediate provisioning requisition (if partials allowed = Y ONLY), then the remaining quantity will be satisfied by any other means of holdings increase.

• If the requisition has been fully satisfied, other than by receipt of its linked purchase order, then a notification is required to be sent to the purchasing officer advising of this. Then use MSO220 to cancel that particular purchase order. If the purchase order is not cancelled, when it is receipted, the system will look for its linked requisition. If it has been completed, the system will allow the stock to go to owned holdings. If there are other requisitions that it can satisfy, the system will allow those reactivations.

• **Mark As Delivered** - Flags the selected items as delivered. Goods acknowledged as delivered are visible to the system but do not form part of the warehouse, supply customer or employee holdings until the receipt is confirmed.

• **Observation** - Opens the Dialog Box - Observation.

• **Discrepancy Report** - Opens the MSM245A - Create Discrepancy Report screen.

• **View Commentary** - Opens the MSM213A - Review/Maintain Commentary screen.

• **Review items in transit to Repair SCA** - Opens a dialog box where you can select an appropriate return code for the return repair item.

  **Note:** This action only displays for repair order items and does not impact the quantity outstanding for receipt.

**Update Receipt Document for a Purchase Order**

Use this screen to create a receipt for a purchase order.

Only the relevant fields required when receipting a purchase order display, based on the type of purchase order and context:

• **Document Number**

• **Document Item (Start From)**

• **Supplier Number**

• **Global PO**

• **Delivery Location**

• **Receiving District**

• **Offsite Supply Customer**

• **Received by**

• **Received by Position**
• Receipt All

The grid for purchase order items can contain the following read-only fields:

• Additional Details
• Item No
• Stock Code
• Purchase Requisition
• Description
• Delivery Location - Displays only if Warehouse Consolidate is de-selected at warehouse control
• Outstanding UOP
• UOP
• Manufacturer's Mnemonic
• Part Number
• Label Qty (may be enabled)
• Label Mode
• Status

The grid for purchase order items can contain the following enabled fields:

• Select for Receipt
• Receiving Warehouse
• Receipt Qty
• Item Oversupply Allowed
• Receipt Unit
• Bin
• Category
• Condition
• Complete Item
• Receiving District (Global POs only)

Update Receipt Document for a Purchase Order Grid Actions

These are the grid actions for purchase orders.

• View/Enter/Select Details - MSE1R2 detail displays with the details of the document item.
  • This action only displays when the Additional Details column is not blank.
  • Used for items requiring the selection of fixed holdings at a source custodian such as an SCA or employee.
  • Used for the entry of non-stock holdings details, for example, serial/equipment/batch/shelf related items.
  • Used for splitting holdings, for example, to split the receipt quantity into multiple bins.
  • Used for recording freight.
  • Used for recording inspection related information.
  • Used to view related documents, for example, purchase requisition information.
• Close
• Observation
• Discrepancy Report
• View Commentary
• Clauses
• Purchase Order Review
• Narrative

Note: The details in MSE1R2 are the latest updates that are available, and depending on the status of the document item, the actions may or may not be enabled.

The following background colours indicate the actions required or the status for the following fields:

• Additional Details
  • Red background when the value is Required. Required is displayed when it is not possible to receive all or part of the Outstanding Quantity for the grid row.
  • All other values (Blank, Available, Optional, Partially Entered) have a white background.

• Outstanding Quantity
  • White background if the Receipt Quantity is blank or zero.
  • Yellow background if the Receipt Quantity < or > Outstanding Quantity (and not zero).
  • Green background if Receipt Quantity = Outstanding Quantity.

Update Receipt Document for Waybills

Use this screen to create receipts for waybills.

Only the relevant fields required from the list below when receipting a Waybill display based on the type of the waybill:

• Document Number
• Document Item (Start From)
• Description
• Container Id
• Manifest Id
• Forwarding District
• Forwarding Warehouse
• Receiving District
• Receiving Warehouse
• Supply Customer
• Receipt Date
• Received By
• Received by Position
• Receipt All

Update Receipt Document for Waybills Grid Actions

These are the grid actions for waybill items:

• View/Enter Details - MSE1R2 - Receipt Document detail displays with the details of the document item. This action only displays when the Additional Details column is not blank.
• Observation
• View Commentary
• Clauses
• Purchase Order Review
• Narrative

Note: The details in MSE1R2 are the latest updates that are available, and depending on the status of the document, the fields may or may not be enabled.
The following background colours indicate the actions required or the status for the following fields:

- **Additional Details**
  - Red background when the value is Required. Required is displayed when it is not possible to receive all or part of the Outstanding Quantity for the grid row.
  - All other values (Blank, Available, Optional, Partially Entered) have a white background.

- **Outstanding Quantity**
  - White background if the Receipt Quantity is blank or zero.
  - Yellow background if the Receipt Quantity < or > Outstanding Quantity (and not zero).
  - Green background if Receipt Quantity = Outstanding Quantity.

### Update Receipt Document for Requisitions

Use this screen to create receipts for requisitions.

The fields are:

- **Document Number**
- **Document Item (Start from)**
- **Requisition District**
- **Requested By**
- **Required By Date**
- **Received By**
- **Received By Position**
- **Receipt Date**
- **Receipt All**

### Update Receipt Document for Requisitions Grid Actions

These are the grid actions for Requisitions.

- **View/Enter Details** - **MSE1R2** Receipt Document detail displays with the details of the document item. This action only displays when the Additional Details column is not blank.
- **Close**
- **Observation**
- **View Commentary**

**Note:** The details in **MSE1R2** are the latest updates that are available, and depending on the status of the document, the fields may or may not be enabled.

The following background colours indicate the actions required or the status for the following fields:

- **Additional Details**
  - Red background when the value is Required. Required is displayed when it is not possible to receive all or part of the Outstanding Quantity for the grid row.
  - All other values (Blank, Available, Optional, Partially Entered) have a white background.

- **Outstanding Quantity**
  - White background if the Receipt Quantity is blank or zero.
  - Yellow background if the Receipt Quantity < or > Outstanding Quantity (and not zero).
  - Green background if Receipt Quantity = Outstanding Quantity.
Document Grid

The grid for MSE1R1 displays fields and actions that are related to the selected Document Number. The display is further customised according to the document type. This is a list of fields and buttons that display on the various tabs, and are here for reference only.

Reactivate

Select to reactivate the receipt. MSE1RE displays.

This field only displays if you have the appropriate security access.

Requisition Reactivation Security Rules

The following security rules apply to MSE1RE and MSE1R1:

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Access Level = 1:

If your access is level 1, the system automatically reactivates any requisition and puts any remaining receipt quantity to stock.

- QTY received = 100: 5 requisitions with total quantity outstanding on them = 50; quantity returned to stock = 50.

  Note: The receipt program displays the message Automatic reactivation has occurred – pick tasks created.

Access Level = 2:

If your access is level 2, the system allows access to MSE1RE but only displays the requisitions (oldest RDD first) that have their status of Stock Unavailable.

- QTY received = 100:
  - Requisition 1 outstanding (RDD 30 May 2010) = 60
  - Requisition 2 outstanding (RDD 6 Jun 2010) = 35
  - Requisition 3 outstanding (RDD 1 Jul 2010) = 20
  - Requisition 4 outstanding (RDD 30 Jul 2010) = 10

  Note: The system displays only requisitions 1, 2 and 3.

Access Level = >2:

If your access is greater than 2, the system allows access to MSE1RE showing all requisitions that are waiting on stock to become available. The requisitions display in order of requisition RDD with the oldest RDD as the first entry on the grid.

- QTY received = 50:
  - Requisition 1 outstanding (RDD 30 May 2010) = 60
  - Requisition 2 outstanding (RDD 6 Jun 2010) = 35
  - Requisition 3 outstanding (RDD 1 Jul 2010) = 20
For Immediate Provisioning:

- When an increase of holdings occurs at the district or warehouse, either by stocktake adjustment or return of stock to warehouse, the system searches for any eligible requisitions, and reactivates and creates a pick task following the RDD rules.
- If one of those requisitions has a purchase order attached to it, the system displays a message that it has been automatically reactivated. Any other requisition that can be satisfied due to the increase of holdings is processed as per the security settings and displays the current message **Reactivations Available**, as well as the auto-reactivated message.
- If the increase of stock only partially satisfies the immediate provisioning requisition (if partials allowed = Y ONLY), then the remaining quantity will be satisfied by any other means of holdings increase.
- If the requisition has been fully satisfied, other than by receipt of its linked purchase order, then a notification is required to be sent to the purchasing officer advising of this. Then use MSO220 to cancel that particular purchase order. If the purchase order is not cancelled, when it is receipted, the system will look for its linked requisition. If it has been completed, the system will allow the stock to go to owned holdings. If there are other requisitions that it can satisfy, the system will allow those reactivations.

Additional Details

This field only displays for users with appropriate permissions. The possible options, are 'blank', Required, Partially Entered or Available.

**Item No**

The item number on the document that is associated with the item being receipted.

This is a read-only field.

**Stock Code**

The stock code for the items to be received.

This is a read-only field.

**Complete Item**

Select to complete the order.

This field displays for any requisition type, except if is a short order.

This field does not display for a document type of transfer, which may be in transit and therefore cannot be completed.

**Purchase Requisition**

The purchase requisition number for the item.

This is a read-only field.

**Description**

The description of the item being received.

This is a read-only field.

**Requested By Employee**

The employee code of the person who requested the item.
Inventory Tracking

**Requested By Supply Customer**
The code of the supply customer who requested the item. This is a read-only field.

**Quantity to Receipt**
The quantity to be receipted. This is a read-only field.

**Outstanding Quantity**
The quantity outstanding, expressed in units of issue. This is a read-only field.

**Unit of Issue**
The unit of issue (UOI) and description for the item. This is the quantity that the item is issued in, for example, each or boxes. This is a read-only field.

**Receiving Warehouse**
The warehouse associated with the items to be received. This field only displays for items to be received into a district warehouse.

The **Receiving Warehouse** column does not display if the **Document Number** is a Normal Requisition in Short Form.

**Condition**
The condition code for the item. Entry is validated against the CD - Stock Condition Code table file.

**Select for Receipt**
Select to receive the item in the grid.

In case of a simple receipt, if checked, the **Outstanding Quantity** defaults into the **Receipt Quantity** of the row.

**Receipt Quantity**
The quantity on the receipt.

- Only enabled if **Required Details** is Y.
- If the quantity is changed, the Reactivations icon on the grid is enabled.
- On submit, if **Receipt Quantity** > **Outstanding Quantity** and **Item Oversupply Allowed** is not selected, an error message displays.

**Note:** For complex items, **Receipt Quantity** field is populated only if all the mandatory information that can be entered in MSE1R2 has been entered. For instance, if you enter all the holding information, but have not entered the freight information and freight is mandatory, the **Receipt Qty** field will be empty.

**Receipt Unit**
Select the receipt unit.
Bin Location
Select the bin where the item is stored.
Displays a bin code if a primary bin has been defined within the system, and the receipt quantity has not been split into multiple bins.
The Bin column does not display if the Document Number is of a Normal Requisition in Short Form.

Category
Displays the inventory category for the requisition items.
This field only displays if a requisition document type is selected in Document Number.

Outstanding UOP
(Outstanding units of purchase)
The quantity ordered but not yet received, in units of purchase.

Unit of Purchase
The unit of purchase (UOP) for the item.
This is the quantity that the item is purchased in from the supplier, for example, each or boxes.

Manufacturers Mnemonic
The manufacturer’s mnemonic or code used to identify the manufacturer. Entry is validated against the AA - Manufacturers Mnemonic Table File. If a value is entered in this field, the system performs a Contains search of the value entered over all mnemonics and their descriptions stored in the system. The mnemonic’s description also displays.

Part Number
The manufacturer’s mnemonic. This field is populated from MSF231 when retrieving purchase order items that are related to purchase requisitions. If the item is a catalogue item, the field is populated from MSF210 if available. If no information is available from MSF210, the field is populated with the first district part number. If the district part numbers are not assigned with preferences, the field is populated from the global record.

Label Quantity
The bin label quantity.
The default value for the quantity is determined by the bin label code associated value Quantity Default.
If the bin label code associated value Print Method is set to A - Automatic or N - No Print, this cell is read only. If set to M - Manual the cell is enabled and the quantity can be modified.

Note: When Print Method is set to A - Automatic, the quantity receipted is used as the label quantity, even if the quantity receipted differs to the outstanding receipt quantity.

The bin label code is taken from Bin Lab. Cde in MSM180B - Maintain Warehouse Information. If this code is not set, Ellipse EAM uses the Bin Label Code in MSM00GA - Warehouse Control Information.

Label Mode
Displays the icon representing how bin labels are treated for the stock code being receipted.
Icons are:
Inventory Tracking - 3120

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Manual labels</td>
<td></td>
</tr>
<tr>
<td>⚠</td>
<td>Automatic labels</td>
<td></td>
</tr>
<tr>
<td>✗</td>
<td>No Print (No Labels)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The icon is determined from the associated value Print Method in BL - Bin Label Code table file.

**Status**

The status of the receipt. The following statuses are available:

- In transit
- Delivered
- Complete

**Container Id**

The container number of the container to which the waybill is assigned.

**Manifest Id**

The manifest number.

**Forwarding District**

The waybill's forwarding district.

**Forwarding Warehouse**

The waybill's forwarding warehouse.

**Item Oversupply Allowed**

Indicates if an oversupply is acceptable for this item. If selected, the Receipt Qty can be set to an amount greater than the Outstanding Quantity without a discrepancy task being created. If an oversupply is not acceptable, a discrepancy task is raised.

**Supply Customer**

The supply customer account associated with the items to be received. This only displays for items to be received into a supply customer holding.

**Goods Holding Bin**

The bin where the goods are held.

**Goods Holding District**

The district where the goods are held.

**Goods Holding Warehouse**

The warehouse where the goods are held.
MSE1R2 - Review Receipt Document Detail

Use this screen when you need to perform any of the following tasks:

- Review additional information relating to a document item that is not available on the MSE1R1 screen
- Split the receipt quantity into:
  - multiple bins
  - multiple batch lots
  - multiple use by dates
- Capture tracking information when required e.g. serial numbers and equipment numbers
- Capture inspection related information when required
- Capture freight related information when required
- Select holdings when required

This screen may need to be used for items relating to the following document types:

- **Purchase Orders**
- **Waybills**
- **Requisitions**

**Note:** Only the fields, tabs, actions and grids relevant to the selected document type and the individual document display on MSE1R2. For example, the fields that display for purchase orders may be different to fields that display for waybills.

**Update Receipt Document Detail for a PO Item**

Use this screen to review or update receipt details for a purchase order item.

Only the relevant fields required for receipting a purchase order display according to their type and context:

- **District**
- **Warehouse**
- **Document Type**
- **Document Number**
- **Item Number**
- **Stock Code**
- **Status**
- **Supplier Number**
- **Supply Customer**
- **Employee**
- **Purchase Requisition**
- **Description**
- **UOI**
- **UOP**
- **Outstanding UOI**
- **Supplier**

**Purchase Order Items Tabs**

The following tabs may or may not display for selected purchase orders, with relevant grid and fields as appropriate to the purchase order:
Inventory Tracking - 3120

- Quantities
- Storage/Handling
- Related Documents
- Freight

Update Receipt Document Detail for a Requisition Item

Use this screen to review a receipt for a requisition item. Only the relevant fields required for receipting a requisition item display according to their type and context:

- District
- Warehouse
- Supply Customer
- Document Number
- Employee
- Document Type
- Supplier Number
- Item Number
- Stock Code
- Receipt Unit
- Bin
- Category
- Condition
- Status

Requisitions Tabs

The following tabs may or may not display for selected purchase orders, with relevant grid and fields as appropriate to the requisition:

- Quantities
- Storage/Handling

Update Receipt Document Detail for a Waybill item

Use this screen to review or update the receipt detail for a waybill item. Only the relevant fields required for receipting a waybill item display according to their type and context:

- Document Number
- Document Type
- District
- Warehouse
- Item Number
- Stock Code

Waybills Tabs

The following tabs may or may not display for selected waybills, with relevant grid and fields as appropriate to the waybill:

- Quantities
- Storage/Handling
- Related Documents
Functions and Actions

Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:
- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- Refresh - Clears the screen to allow entry of a new document number.
- Save and Return - Saves updates and displays MSE1R1.
- Close Task - Opens the Dialog Box - Close (Task).
- Observation - Opens the Dialog Box - Observation.
- Discrepancy Report - Opens the MSM245A - Create Discrepancy Report screen.
- Mark As Delivered - Flags the selected items as delivered. Goods acknowledged as delivered are visible to the system but do not form part of the warehouse, supply customer or employee holdings until the receipt is confirmed.
- Print Bin Labels - Click to print bin labels for a warehouse. Select the printer and number of copies to print.
  Displays for all purchase order types, except for Return to Supplier purchase orders.
- Print Receiving Report - Opens the Dialog Box - Receiving Report.
- View Commentary - Opens the MSM213A - Review/Maintain Commentary screen.

Description

The description of the item being received.

Grid Actions

The following grid actions are available:
- Split - Opens the Dialog Box - Split Item.

Employee

The employee associated with the items to be received.

Warehouse

The warehouse associated with the items to be received.

District

The district associated with the items to be received.

Document Type

The type of document for which the receipt is being processed e.g. a purchase order, a waybill, a credit requisition or a warehouse transfer.
**Document Number**
The document number of the document for which a receipt is to be processed.

**Item No**
The item number document to which the information on this screen relates.

**Stock Code/Purchase Req**
The stock code or purchase requisition associated with the item being received.

**Status**
The status of the item. The following statuses are available:
- In transit
- Delivered
- Complete

**Supplier**
The code and name of the supplier for this purchase order.

**Document**
The document number associated with the order being receipted.

**Purchase Order Item**
The item number on the purchase order. This indicates there is more than one item for the specified purchase order number.
If an item number is entered, the purchase order number is required.
This field is optional.

**Purchase Order Number**
The purchase order number associated with the items being received.

**Return Requisition Item**
The item number on the return requisition for the item being received.
If an item number is entered, the return requisition number and district is required.

**Return Requisition Number**
The requisition number associated with an item being received as a return.

**Issue Requisition**
The issue requisition number of the issue requisition being reviewed.

**Issue Requisition Item**
The item being requisitioned. This field will be automatically populated from the results of the search.
This field is mandatory.

**Transfer Request Number**
Transfer request number.

**Transfer Request Number**
The supply customer transfer to which the movement history record relates.
Transfer Request Item
The item number on the supply customer transfer request.
If an item number is entered, the transfer request number is required.

Purchase Requisition
The purchase requisition number of the purchase requisition being reviewed.

Purchase Requisition Number
The purchase requisition number relating to the goods holding.
This field is mandatory if a Purchase Requisition Item is entered.

Purchase Requisition Item
The item on the purchase requisition.

Supply Customer
The supply customer associated with the items to be received.

Purchase Order Number
The purchase order number associated with the items being received.

Purchase Order Item
The item number on the purchase order. This indicates there is more than one item for the specified purchase order number.
If an item number is entered, the purchase order number is required.
This field is optional.

FMS Requisition Number
The Foreign Military Sales (FMS) requisition number associated with the items being received.

Return Requisition District
The district associated with a return requisition.
If a return requisition number is entered, the return requisition district is required.

Return Requisition Number
The requisition number associated with an item being received as a return.

Return Requisition Item
The item number on the return requisition for the item being received.
If an item number is entered, the return requisition number and district is required.

Waybill Item Number
The item number on the waybill.
If an item number is entered, the waybill number is required.

Description
The description of the item being received.

Outstanding UOI
(Outstanding Units of Issue)
The quantity ordered but not yet received, in units of issue.

**Unit of Issue Description**
The description of the unit of issue.

**Manufacturer's Mnemonic**
The manufacturer's part number. This field is populated from MSF231 when retrieving purchase order items that are related to purchase requisitions. If the item is a catalogue item, the field is populated from MSF210 if available. If no information is available from MSF210, the field is populated with the first district part number. If the district part numbers are not assigned with preferences, the field is populated from the global record.

**Part Number**
The manufacturer's mnemonic. This field is populated from MSF231 when retrieving purchase order items that are related to purchase requisitions. If the item is a catalogue item, the field is populated from MSF210 if available. If no information is available from MSF210, the field is populated with the first district part number. If the district part numbers are not assigned with preferences, the field is populated from the global record.

**Outstanding UOP**
(Outstanding Units of Purchase)
The quantity ordered but not yet received, in units of purchase.

**Unit of Purchase**
The unit of purchase (UOP) for the item.
This is the quantity that the item is purchased in from the supplier, for example, each or boxes.

**Receipt Unit Description**
The description of the units in which the item is received.

**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

**Category Description**
The inventory category code description.

**Condition**
The condition code for the item. Entry is validated against the CD - Stock Condition Code table file.

**Condition Description**
The condition code description.

**Quantities tab**
The fields on this tab vary depending on the document type and the individual document. Most fields are display-only, but some fields in the Holding Grid allow you to make changes.

**District**
The district associated with the items to be received. This field only displays for items to be received into a district warehouse.
**Originating District**
This field displays the originating district.

**Originating Supply Customer**
This field displays the originating supply customer.

**Receipt Quantity**
The quantity of the item being received.

**Receipt Unit**
The units of measure associated with the receipt task quantity (for example, each, box, litre).

**Unit of Issue**
The unit of issue (UOI) and description for the item.
This is the quantity that the item is issued in, for example, each or boxes.

**Unit Of Purchase**
The units in which the item is purchased from the supplier.

**Label Quantity**
The bin label quantity.
The default value for the quantity is determined by the bin label code associated value Quantity Default.

If the bin label code associated value Print Method is set to A-Automatic or N-No Print, this cell is read only. If set to M-Manual the cell is enabled and the quantity can be modified.

**Note:** When Print Method is set to A-Automatic, the quantity receipted is used as the label quantity, even if the quantity receipted differs to the outstanding receipt quantity.

The bin label code is taken from Bin Lab. Cde in MSM180B-Maintain Warehouse Information. If this code is not set, Ellipse EAM uses the Bin Label Code in MSM00GA-Warehouse Control Information.

**Receipt Unit**
The units in which the item is received, for example, each, boxes or bags.

**Outstanding Quantity**
The quantity ordered but not yet received.

**Task Quantity**
The quantity of items associated with the receipt task.

**Originating Warehouse**
This field displays the originating warehouse.

**Warehouse**
The warehouse associated with the items to be received. This field only displays for items to be received into a district warehouse.

**Employee**
The employee ID associated with the items to be received. This only displays for items to be received into an employee holding.
Outstanding UOI
(Outstanding Units of Issue)
The quantity ordered but not yet received, in units of issue.

Supply Customer
The supply customer account associated with the items to be received. This only displays for items to be received into a supply customer holding.

Holdings Grid
The Holdings grid contains details for one of the following holdings:
- **PO Quantities** - Displays if you clicked Enter Details or Receipt Details.
- **Direct Purchase Quantities** - Displays if you clicked Enter Details or Receipt Details.
- **Document Quantities** - Displays if you clicked Select Details.
The Holdings grid can display as either a grid or as a calendar.
Fields relevant to the document display, including all or any of the following fields:
- **Select** - Select the check box to choose the grid row.
- **Owned/Consign** - Indicates whether the stock is owned or consignment stock.
- **SOH** - Stock on hand. This field can be edited.
- **Quantity** - This field can be edited.
- **Bin Location** - This field can be edited.
- **Category** - This field can be edited.
- **Condition** - This field can be edited.
- **Batch Lot** - Enter or edit the batch lot for a serial tracked items in a batch.
- **Use by Date** - Select from the calendar.
- **Serial Number** - The serial number of the item.
- **Inspected by** - The ID of the employee who carried out the inspection. This field can be edited.
- **Quality Document Reference** - This field can be edited.
- **Equipment Reference** - The equipment reference. Use **Lookup** to display MSE600 - Search Equipment Register to find the valid reference.
- **Status** - The status of the quality documentation. This field can be edited.

Storage/Handling tab
The fields on this tab vary depending on the document type and the individual document. Most fields are display-only, but some fields in the Holding grid allow you to make changes.

Quality Inspection Required
Indicates if the item requires a quality inspection on receipt.

Quality Inspection Type
The type of quality inspection that may be required on receipt of material. Entry is validated against the Table File QI - Quality Inspection Code.

Quality Document Required
Indicates if the item requires a quality document on receipt.
Quality Document Type
A quality documentation type. This indicates the quality documentation required with the item. This field is mandatory if the Quality Document Required indicator is selected. Entry is validated against the QDT - Quality Documentation Table File.

Hazardous Material Code
The hazardous material code associated with the stock code, if applicable. Entry is validated against the Table File HZ - Hazardous Material.

Special Storage Code
A code indicating any special storage requirements. Entry is validated against the Table File STSG - Special Storage Code.

Packaging Code
The packaging requirement code for the stock item as defined in the catalogue.

Treatment Code
Indicates any treatment requirements for the item. This field is mandatory if the Pack Treatment indicator is selected. Entry is validated against the TRTR - Treatment Required Code (TER Code) table file.

Global Storage Code
A code indicating any global storage requirements. Entry is validated against the Table File STGL - Global Storage Code.

Inspection Code
The inspection code and description assigned to the purchase order item. If applicable, any text that has been loaded against the inspection code also displays.

Quality Document Reference
A reference to the quality documentation provided at inspection.

Related Documents tab
The fields on this tab vary depending on the document type and the individual document. Most fields are display-only, but some fields in the Holding grid allow you to make changes.

Issue Requisition
The issue requisition number of the issue requisition being reviewed.

Issue Requisition Number
The associated issue requisition number. If the issue requisition number is unknown, select Lookup to search MS0141 - Review Requisitions.

Requested By
The employee ID of the person submitting the purchase requisition. Depending on the settings for the position authorities, the value in this field may be blank, defaulted or defaulted and protected.

Delivery Location
The location to which the items are to be delivered.

Delivery Instructions
Enter delivery instructions if required.
Purchase Requisitions tab

The fields on this tab vary depending on the document type and the individual document. Most fields are display-only, but some fields in the Holding grid allow you to make changes.

Requested By

The employee ID of the person submitting the purchase requisition. Depending on the settings for the position authorities, the value in this field maybe blank, defaulted or defaulted and protected.

Delivery Instructions

Enter delivery instructions if required.

Delivery Location

The location to which the items are to be delivered.

Freight tab

The Freight tab only displays if the item is set up for manual processing, if the receipt task relates to a purchase order and freight accounting is in use. You can record either freight weight or freight value details as applicable.

If freight weight is the required value, freight value fields are disabled, and, if freight value is the required value, the freight weight fields are disabled.

Freight Weight UOI

Displays the weight from the catalogue, if applicable.

Freight Rate

Displays the rate that will be charged that is calculated by the Freight Weight UOI and Freight Value UOI.

Calculated Freight Value

Displays the value of Freight Weight x Freight Rate, as the calculated freight value.

Freight Value UOI

Displays the calculation of the Freight Weight UOI x Freight Rate. If Freight Weight UOI is blank, no value displays.

Freight Code

Enter the freight weight code. This code is used to calculate the freight for the item. Entry is validated against the Table File FW - Freight Rate Code.

The rate associated with the code is applied to the weight of the item to determine the value of the freight. If you complete this field, you must also complete the Weight field.

**Note:** You can override to calculate the freight for the item.

Freight Weight

Enter the weight of the item received. If you complete this field, you must also complete the Freight Code field.

The Weight Code is applied to the weight to determine the value of the freight.

**Note:** If a value is entered in this field it will override Freight Weight UOI from the catalogue and Freight Value UOI.
Freight Value

Enter the value of the freight in local currency. If you complete this field, you cannot complete the Freight Code and Weight fields.

Date

The date the supplier dispatched the goods from their premises.
MSE1RS - Review Stock Code Holdings Detail

Use this screen to review current stock holding information for a stock code.

A summary of all (global) holdings for the stock code can be displayed in a hierarchy. Detailed information can be displayed for individual holdings by a specific custodian or category by selecting one of the Open menu options and specifying additional details, or by expanding and selecting different levels in the hierarchy.

The following information displays in the detail area of the screen, depending on the information specified for the stock code or selected from the hierarchy.

<table>
<thead>
<tr>
<th>Hierarchy Selection</th>
<th>Screen ID</th>
<th>Details displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Holdings (top level)</td>
<td>MSE1RS</td>
<td><strong>Global Holdings Summary</strong></td>
</tr>
<tr>
<td>- District/Warehouse</td>
<td>MSE1RS01</td>
<td><strong>Global District Holdings</strong></td>
</tr>
<tr>
<td>-- District</td>
<td>MSE1RS02</td>
<td><strong>District Warehouse Holdings</strong></td>
</tr>
<tr>
<td>--- Warehouse</td>
<td>MSE1RS03</td>
<td><strong>Warehouse Holdings</strong></td>
</tr>
<tr>
<td>---- Bin</td>
<td>MSE1RS04</td>
<td><strong>Bin Holdings</strong></td>
</tr>
<tr>
<td>- Supply Customer</td>
<td>MSE1RS05</td>
<td><strong>Global Supply Customer Holdings</strong></td>
</tr>
<tr>
<td>-- Supporting District</td>
<td>MSE1RS06</td>
<td><strong>Supply Customer Holdings for Supporting District</strong></td>
</tr>
<tr>
<td>--- Supply Customer ID</td>
<td>MSE1RS07</td>
<td><strong>Supply Customer Holdings</strong></td>
</tr>
<tr>
<td>- Employee</td>
<td>MSE1RS08</td>
<td><strong>Employee Holdings</strong></td>
</tr>
<tr>
<td>-- Employee ID</td>
<td>MSE1RS17</td>
<td><strong>Employee Stock Holdings</strong></td>
</tr>
<tr>
<td>- Categories</td>
<td>MSE1RS09</td>
<td><strong>Global Holdings by Category</strong></td>
</tr>
<tr>
<td>-- Category</td>
<td>MSE1RS10</td>
<td><strong>District Holdings for Category</strong></td>
</tr>
<tr>
<td>--- District</td>
<td>MSE1RS11</td>
<td><strong>Warehouse Holdings for Category</strong></td>
</tr>
<tr>
<td>---- Warehouse</td>
<td>MSE1RS12</td>
<td><strong>Bin Holdings for Category</strong></td>
</tr>
<tr>
<td>----- Bin</td>
<td>MSE1RS13</td>
<td><strong>Bin Details for Category</strong></td>
</tr>
</tbody>
</table>

Open Menu

Open Global Holdings  MSE1RS  **Global Holdings Summary**
Open District  MSE1RS02  **District Holdings**
Open Warehouse  MSE1RS03  **Warehouse Holdings**
Inventory Tracking

<table>
<thead>
<tr>
<th>Open Bin</th>
<th>MSE1RS04</th>
<th>Bin Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Supply Customer by Stock Code</td>
<td>MSE1RS07</td>
<td>Supply Customer Holdings</td>
</tr>
<tr>
<td>Open Parent Supply Customer</td>
<td>MSE1RS14</td>
<td>Parent Supply Customer Stock Holdings</td>
</tr>
<tr>
<td>Open Supply Customer</td>
<td>MSE1RS15</td>
<td>Supply Customer Stock Codes</td>
</tr>
<tr>
<td>-- Stock Holdings</td>
<td>MSE1RS16</td>
<td>Supply Customer Stock Details</td>
</tr>
<tr>
<td>Open Employee</td>
<td>MSE1RS17</td>
<td>Employee Stock Holdings</td>
</tr>
<tr>
<td>Open Stock Codes by Bin</td>
<td>MSE1RS18</td>
<td>Stock Codes Held in Bin</td>
</tr>
<tr>
<td>-- Stock Holdings</td>
<td>MSE1RS04</td>
<td>Bin Holdings</td>
</tr>
</tbody>
</table>

Related Processes and Activities

Review Aggregated Stock Holdings ..........................................................
Review Global Supply Customer Holdings for a Stock Code ..................
Review Stock Holdings for a Supply Customer ..........................................
Review Supply Customer Holdings for a Stock Code ...............................

Stock Code
The stock code selected for holdings review. The stock code description displays to the right.

Unit of Issue (UOI)/Standard UOI for stock item
The unit of issue (UOI) for the stock code.
This is the quantity in which the stock is issued, for example, each or boxes. The unit of issue description displays to the right.

Note: The field label display changes depending on the holding detail displayed for the stock item.

Show Zero Holdings
Indicates if historical details for stock items that are not currently held should be included.

Global Holdings Summary tabs
The following tabs display if the global holdings for a stock item are opened from the menu or selected from the hierarchy:
- Global Holdings by Custodian
- Global Holdings by Category

Global Holdings by Custodian tab

Custodian Type
The type of custodian for this stock holding. A custodian can be either a district and warehouse combination, a supply customer account or an employee.
No of Holders
The number of individual holders based on custodian type for this stock item.

Owned SOH
(Owned Stock on Hand)
The total quantity of owned stock on hand for this custodian type and stock item.

Consign SOH
(Consigned Stock on Hand)
The total quantity of consignment stock for this custodian type and stock item.

Loaned SOH
The quantity of stock on loan for this custodian type and stock item.

Total SOH
The total stock on hand, including owned, loaned and consignment stock, for this custodian type and stock item.

In-Transit
The quantity of stock items in transit for this custodian type and stock item.

Total Assets
The total quantity of this stock item for this custodian type.

Waiting Receipt
The quantity of holdings awaiting receipt for purchase orders.

Note: This includes holdings that are in-transit.

Global Holdings by Category tab

Category
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

Category Description
The inventory category code description.

No of Holders
The number of holders of stock in this category for the selected stock item.

Owned SOH
(Owned Stock on Hand)
The quantity of owned stock on hand in this category for this stock code.

Consign SOH
(Consigned Stock on Hand)
The quantity of consignment stock on hand in this category for this stock code.

Total
The total quantity of the selected stock item for this inventory category.
Global District Holdings tabs

The following tabs display if the district or warehouse holdings for a stock item are selected from the hierarchy:

- Districts
- Categories

**Districts tab**

**District**
The district code for this stock holding.

**District Name**
The district name for this stock holding.

**Available for Issue**
The quantity of this stock item available for issue in this district.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this district.

**Consigned SOH**
(Consigned Stock on Hand)
The total quantity of consignment stock on hand for this stock item in this district.

**Total SOH**
(Total Stock on Hand)
The total quantity of stock on hand, including owned and consignment stock, for this stock item in this district.

**In Transit**
The quantity of stock in transit for this stock item and district.

**Total Assets**
The total quantity of this stock item for this district, including stock in-transit.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

*Note:* This includes holdings that are in-transit.

**Being Picked**
The quantity of this stock item being picked within this district.

**Dues Out**
The sum of all outstanding quantities for the selected stock item.

The quantity shown is inclusive of the Being Picked quantity and also includes the sum of all credit requisition quantities. Credit requisitions quantities are included as a negative quantity and therefore reduce the Dues Out quantity shown.
Reserved
The quantity of this stock item that is on reserve in this district warehouse.

Loan Dues Out
The quantity of this stock item at this district warehouse that is committed to be sent out on loan.

Dues In
The quantity of this stock item due to be received into the district.

Loan Dues In
The quantity of loan stock for this item due to be received into the district.

Recommended Order Quantity
The quantity of stock for this item recommended to be ordered into the district warehouse.

Categories tab

Category
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

Category Description
The inventory category code description.

No of Holders
The number of holders of stock in this category for the selected stock item.

Owned SOH
(Owned Stock on Hand)
The quantity of owned stock on hand in this category for this stock code.

Consign SOH
(Consigned Stock on Hand)
The quantity of consignment stock on hand in this category for this stock code.

Total SOH
(Total Stock on Hand)
The total quantity of the selected stock item on hand in this inventory category.

District Warehouse Holdings tabs
The following tabs are displayed if the district holdings for a stock item are opened from the menu or selected from the hierarchy:

- Warehouses
- Categories

Warehouses tab

Warehouse Name
The warehouse name for this stock holding.
Available for Issue
The quantity of this stock item available for issue in this warehouse.

Owned SOH
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this warehouse.

Consigned SOH
(Consigned Stock on Hand)
The total quantity of consignment stock on hand for this stock item in this warehouse.

Total SOH
(Total Stock on Hand)
The total quantity of stock on hand, including owned and consignment stock, for this stock item in this warehouse.

In Transit
The quantity of stock in transit for this stock item and warehouse.

Total Assets
The total quantity of this stock item for this warehouse, including stock in-transit.

Being Picked
The quantity of this stock item being picked in this warehouse.

Dues Out
The quantity of this stock item at this warehouse that is committed to be sent out.

Reserved
The quantity of this stock item that is on reserve in this warehouse.

Loan Dues Out
The quantity of this stock item at this warehouse that is committed to be sent out on loan.

Dues In
The quantity of this stock item due to be received into the warehouse.

Loan Dues In
The quantity of loan stock for this item due to be received into the warehouse.

Recommended Order Quantity
The quantity of stock for this item recommended to be ordered into the warehouse.

Categories tab

Category
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

No of Holders
The number of holders of stock in this category for the selected stock item.
Inventory Tracking

Owned SOH
(Owned Stock on Hand)
The quantity of owned stock on hand in this category for this stock code.

Consigned SOH
(Consigned Stock on Hand)
The quantity of consignment stock on hand in this category for this stock code.

Total SOH
(Total Stock on Hand)
The total quantity of the selected stock item on hand in this inventory category.

Being Picked
The quantity of this stock item for this inventory category that is being picked.

Dues Out
The quantity of this stock item for this inventory category that is committed to be sent out.

Loan Dues Out
The quantity of this stock item for this inventory category that is due to be sent out on loan.

Loan Dues In
The quantity of loan stock for this inventory category that is due to be received.

Warehouse Holdings tabs
The following tabs display if the warehouse holdings for a stock item are opened from the menu or selected from the hierarchy:

- **Bins**
- **Categories**

Bins tab

Location
The location of this stock holding.

Owned SOH
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this bin.

Consigned SOH
(Consigned Stock on Hand)
The total quantity of consignment stock on hand for this stock item in this bin.

Total SOH
(Total Stock on Hand)
The total quantity of stock on hand for this stock item in this bin.

In Transit
The quantity of stock in-transit for this stock item and bin.
**Total Assets**
The total quantity of this stock item for this bin, including stock in-transit.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

*Note: This includes holdings that are in-transit.*

### Categories tab

**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

**Category Description**
The inventory category code description.

**No of Holders**
The number of holders of stock in this category for the selected stock item.

**Owned SOH**
(Owned Stock on Hand)
The quantity of owned stock on hand in this category for this stock code.

**Consign SOH**
(Consigned Stock on Hand)
The quantity of consignment stock on hand in this category for this stock code.

**Total SOH**
(Total Stock on Hand)
The total quantity on hand of this stock item at this warehouse in this inventory category.

**Being Picked**
The quantity of this stock item in this category being picked in this warehouse.

**Dues Out**
The quantity of this stock item in this inventory category due to be issued from this warehouse.

**Loan Dues Out**
The quantity of this stock item in this category due to be issued from this warehouse on loan.

**Loan Dues In**
The quantity of loan stock in this inventory category due to be received into the warehouse.

### Bin Holdings

The following fields display in a summary grid if the bin holdings for a stock item are opened from the menu or selected from the hierarchy:

**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.
Category Description
The inventory category code description.

Stock on Hand
The quantity of this stock item on hand in this inventory category and bin location.

Condition
The condition code of the stock item in this inventory category and bin location. Entry is validated against the Table File CD - Stock Condition Code.

Condition Description
The condition code description.

Batch Lot
The batch lot number allocated to the stock item held within the listed bin. This displays only if the stock item is subject to batch lot management.

Use By Date
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

Serial Number
The serial number of the stock code. This is only applicable for items that are serial tracked.

Equipment Reference
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

Track Ref
(Tracking Reference)
Indicates the type of tracking associated with the item.

The valid values are:

<table>
<thead>
<tr>
<th>Track Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>The stock code is tracked by quantity.</td>
</tr>
<tr>
<td>Equipment Number</td>
<td>The stock code is tracked by equipment reference (the Equipment Register module must be installed).</td>
</tr>
<tr>
<td>Serial Number</td>
<td>The stock code is tracked by the manufacturer's serial number.</td>
</tr>
<tr>
<td>No Tracking</td>
<td>The stock code is not tracked.</td>
</tr>
</tbody>
</table>

Fixed Status
The status of the stock holding.

Document Type
The document type associated with a commitment against the stock item. Entry is validated against the Table File DO - Document Types.

Document Key
The document identifier associated with the holding status.
**Last Inspect Date**
The date this stock item was last inspected.

**Inspected By**
The ID of the person performing the inspection.

**Next Inspect Date**
The date that the next inspection of this stock item is due.

**Global Supply Customer Holdings**
The following fields display in a summary grid if the global supply customer holdings for a stock item are selected from the hierarchy:

**Supporting District**
The supporting district name for this stock holding.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this district.

**Loan SOH**
(Loan Stock On Hand)
The quantity of loan stock in this district for this stock item.

**Total SOH**
(Total Stock on Hand)
The total stock on hand of this stock item for this district.

**In Transit**
The quantity of stock in transit for this stock item and district.

**Total Assets**
The total quantity of this stock item for this district.

**Supply Customer Holdings for Supporting District**
The following fields display in a summary grid if the supporting district holdings for a stock item are selected from the hierarchy:

**Supply Customer**
The identifier for the supply customer account holding this stock item.

**Supply Customer Name**
The name of the supply customer (first line only).

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.

**Loaned SOH**
(Loan Stock On Hand)
The quantity of loan stock on hand for this stock item and supply customer.
Total SOH
(Total Stock On Hand)
The total quantity of stock on hand, including loan stock, held by this supply customer for this stock item.

In Transit
The quantity of this stock item in transit to this supply customer.

Total Assets
The total quantity of this stock item, including stock in transit, for this supply customer.

Waiting Receipt
The quantity of holdings awaiting receipt for purchase orders.

Note: This includes holdings that are in-transit.

Dues Out
The quantity of this stock item due out from this supply customer.

Loan Dues Out
The quantity of this stock item due to be issued as a loan from this supply customer.

Order Dues In
The quantity of this stock item due to be received into this supply customer from purchase orders.

Loan Dues In
The quantity of loan stock for this item due to be received into this supply customer holding.

Requisition Dues In
The quantity of this stock item due to be received into this supply customer from requisitions.

Transfer Dues In
The quantity of this stock item due to be transferred into this supply customer.

Supply Customer Holdings tabs
The following tabs display if individual supply customer holdings for a stock item are selected from the hierarchy:

- Child Holdings
- Detail

Supply Customer tab

Supply Customer
The identifier for the supply customer account holding this stock item.

Supply Customer Name
The name of the supply customer (first line only).

Owned SOH
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.
Loan SOH
(Loan Stock On Hand)
The quantity of loan stock on hand for this stock item and supply customer.

Total SOH
(Total Stock On Hand)
The total quantity of stock on hand, including loan stock, held by this supply customer for this stock item.

In-Transit
The quantity of this stock item in transit to this supply customer.

Total Assets
The total quantity of this stock item, including stock in transit, for this supply customer.

Waiting Receipt
The quantity of holdings awaiting receipt for purchase orders.

Note: This includes holdings that are in-transit.

Dues Out
The quantity of this stock item due out from this supply customer.

Loan Dues Out
The quantity of this stock item due to be issued as a loan from this supply customer.

Order Dues In
The quantity of this stock item due to be received into the supply customer from purchase orders.

Loans Due In
The quantity of loan stock for this item due to be received into this supply customer holding.

Requisition Dues In
The quantity of this stock item due to be received into the supply customer holding from outstanding requisitions.

Transfer Dues In
The quantity of this stock item due to be transferred into this supply customer holding.

Detail tab

Serial No
The serial number of the stock code. This is only applicable for items that are serial tracked.

Equipment Ref
(Equipment Reference)
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

Use By Date
The use by date for the stock item. This is only applicable for items that are shelf-life managed.
**Batch Lot**
The batch lot number allocated to the stock item. This field only displays if the stock code is subject to batch lot management.

**Stock on Hand**
The quantity of stock on hand in this supply customer holding with the indicated details.

**Cond**
(Condition)
A code identifying the condition of the stock item. Entry is validated against the Table File CD - Stock Condition Code.

**Condition Description**
The condition code description.

**Employee Holdings**
The following fields display in a summary grid if the employee holdings for a stock item are selected from the hierarchy:

**Employee Identification**
The identifier for the employee holding this stock item.

**Emp Name**
(Employee Name)
The employee name associated with the employee ID.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this employee for this stock item.

**Loan SOH**
(Loan Stock On Hand)
The quantity of loan stock for this stock item held by this employee.

**Total Assets**
The total quantity of this stock item held by this employee.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

**Note:** This includes holdings that are in-transit.

**Global Holdings by Category**
The following fields display in a summary grid if the categories for a stock item are selected from the hierarchy:

**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.
Category Description
The inventory category code description.

No of Holders
The number of holders of stock in this category for the selected stock item.

Owned SOH
(Owned Stock on Hand)
The quantity of owned stock on hand in this category for this stock code.

Consigned SOH
(Consigned Stock on Hand)
The quantity of consignment stock on hand in this category for this stock code.

Total SOH
(Total Stock on Hand)
The total quantity of the selected stock item on hand in this inventory category.

District Holdings for Category
The following fields display in a summary grid if a category for a stock item is opened from the menu or selected from the hierarchy:

District Code
The district code for this stock holding.

District Desc
The district code description.

Owned SOH
(Owned Stock on Hand)
The quantity of owned stock on hand for this stock item in this district and inventory category.

Consigned SOH
(Consigned Stock on Hand)
The quantity of consignment stock on hand for this stock item in this district and inventory category.

Total On Hand
The total quantity of stock on hand, including owned and consignment stock, for this stock item in this district and inventory category.

Being Picked
The quantity of this stock item being picked within this district.

Dues Out Outside L/T
(Dues Out Outside Lead Time)
The quantity of this stock item in this inventory category due to be issued from this district (outside of lead time).
**Loans Due Out**
The quantity of this stock item in this inventory category due to be issued from this district as a loan.

**Loans Due In**
The quantity of this stock item in this inventory category due to be received into the district as a loan.

**Warehouse Holdings for Category**
The following fields display in a summary grid if a district is selected from the categories hierarchy for a stock item:

**Warehouse**
The unique code identifying the warehouse for this stock holding.

**Warehouse Description**
The warehouse name for this stock holding.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand in this inventory category for this warehouse and stock item.

**Consigned SOH**
(Consigned Stock on Hand)
The total quantity of consignment stock in this inventory category for this warehouse and stock item.

**Total SOH**
(Total Stock on Hand)
The total stock on hand in this inventory category, including owned, loaned and consignment stock, for this stock item in this warehouse.

**Total Assets**
The total quantity of this stock item in this inventory category for this warehouse.

**Being Picked**
The quantity of this stock item being picked in this warehouse and inventory category.

**Dues Out**
The quantity of this stock item and inventory category due out from this warehouse.

**Loan Dues Out**
The quantity of this stock item in this inventory category at this warehouse that is committed to be sent out on loan.

**Loan Dues In**
The quantity of loan stock for this item and inventory category due to be received into the warehouse.
Bin Holdings for Category

The following fields display in a summary grid if a warehouse is selected from the categories hierarchy for a stock item:

**Location**
The location of this stock holding.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this inventory category and bin location.

**Consigned SOH**
(Consigned Stock on Hand)
The total quantity of consignment stock on hand for this stock item in this inventory category and bin location.

**Total SOH**
The total stock on hand for this stock item in this inventory category and bin.

Bin Details for Category

The following fields display in a summary grid if a bin is selected from the categories hierarchy for a stock item:

**Batch Lot**
The batch lot number allocated to the stock item held within the listed bin.
This displays only if the stock item is subject to batch lot management.

**Date**
The use by date for the stock item. This is only relevant for items that are shelf-life managed.

**Equipment Serial Number**
The serial number of the stock code. This is only applicable for items that are serial tracked.

**Fixed Status**
The status of the stock holding.

**Document Type**
The document type associated with a commitment against the stock item. Entry is validated against the Table File DO - Document Types.

**Document Key**
The document identifier associated with the holding status.

Parent Supply Customer Stock Holdings tabs

The following tabs display if the stock code holdings for a parent supply customer are opened from the menu:

- *SCA Holdings*
- *SCA Details*
- *Children*
The same tabs display if a child supply customer account is selected from the hierarchical display.

**SCA Holdings tab**

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.

**Loaned SOH**
(Loan Stock On Hand)
The quantity of loan stock on hand for this stock item and supply customer.

**Total SOH**
(Total Stock On Hand)
The total quantity of stock on hand, including loan stock, held by this supply customer for this stock item.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

**Note:** This includes holdings that are in-transit.

**In-Transit**
The quantity of this stock item in transit to this supply customer.

**Parent ID**
The supply customer account identifier that is the parent to this SCA.

**Agg Owned SOH**
(Aggregated Owned Stock on Hand)
The total quantity of owned stock on hand of this stock item held by this supply customer and all its children.

**Agg Loan SOH**
(Aggregated Loan Stock On Hand)
The total quantity of loan stock on hand for this stock item held by this supply customer and all its children.

**Agg Total SOH**
(Aggregated Total Stock on Hand)
The total quantity of stock on hand of this stock item, including loan stock, held by this supply customer and all its children.

**Loans Due In**
The quantity of loan stock for this item due to be received into this supply customer holding.

**Req Dues In**
(Requisition Dues In)
The quantity of this stock item due to be received into the supply customer holding from outstanding requisitions.
**Transfer Dues In**
The quantity of this stock item due to be transferred into this supply customer holding.

**PO Dues In**
(Purchase Order Dues In)
The quantity of this stock item due to be received into the supply customer from purchase orders.

**Total Dues In**
The total quantity of this stock item due to be received into this supply customer holding.

**Loans Due Out**
The quantity of this stock item due to be issued as a loan from this supply customer.

**Dues Out**
The total quantity of this stock item due to be issued from this supply customer holding.

**SCA Details tab**

**Serial No**
The serial number of the stock code. This is only applicable for items that are serial tracked.

**Equipment Ref**
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

**Stock on Hand**
The quantity of stock on hand in this supply customer holding with the indicated details.

**Condition**
The condition code of the stock code. Entry is validated against the Table File CD - Stock Condition Code.

If returning district or warehouse from a supply customer or employee this will override the value for the items returned. If blank the values held against the items are retained.

**Condition Description**
The condition code description.

**Batch Lot**
The batch lot number allocated to the stock item.

This field only displays if the stock code is subject to batch lot management.

**Use By Date**
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Children tab**

**Supply Customer ID**
The identifier for the child supply customer account.

**Supply Customer Name**
The name of the child supply customer.
**Owned SOH**

(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.

**Loaned SOH**

(Loan Stock On Hand)
The quantity of loan stock on hand for this stock item and supply customer.

**Total SOH**

(Total Stock On Hand)
The total quantity of stock on hand, including loan stock, held by this supply customer for this stock item.

**Waiting Receipt**

The quantity of holdings awaiting receipt for purchase orders.

**Note:** This includes holdings that are in-transit.

**In-Transit**

The quantity of this stock item in transit to this supply customer.

**Parent**

Indicates if the selected supply customer account is a reporting parent for other supply customer accounts.

**Parent ID**

The supply customer account identifier that is the parent to this SCA.

**Agg Owned SOH**

(Aggregated Owned Stock on Hand)
The total quantity of owned stock on hand of this stock item held by this supply customer and all its children.

**Agg Loan SOH**

(Aggregated Loan Stock On Hand)
The total quantity of loan stock on hand for this stock item held by this supply customer and all its children.

**Agg Total SOH**

(Aggregated Total Stock on Hand)
The total quantity of stock on hand of this stock item, including loan stock, held by this supply customer and all its children.

**Loans Due In**

The quantity of loan stock for this item due to be received into this supply customer holding.

**Req Dues In**

(Requisition Dues In)
The quantity of this stock item due to be received into the supply customer holding from outstanding requisitions.
**Inventory Tracking**

**Transfer Dues In**
The quantity of this stock item due to be transferred into this supply customer holding.

**PO Dues In**
(Purchase Order Dues In)
The quantity of this stock item due to be received into the supply customer from purchase orders.

**Total Dues In**
The total quantity of this stock item due to be received into this supply customer holding.

**Loans Due Out**
The quantity of this stock item due to be issued as a loan from this supply customer.

**Dues Out**
The total quantity of this stock item due to be issued from this supply customer holding.

**Supply Customer Stock Codes**
The following fields display in a summary grid if the stock holdings for a supply customer are opened from the menu:

**Stock Code**
The stock code for the item.

**Description**
The stock item description displays below the stock code.

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.

**Loaned SOH**
(Loan Stock On Hand)
The quantity of loaned stock on hand for this stock item and supply customer.

**Total SOH**
The total stock on hand for this stock item held by this supply customer.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

**Note:** This includes holdings that are in-transit.

**In-Transit**
The quantity of this stock item in transit to this supply customer.

**Loan Dues In**
The quantity of loan stock for this item due to be received into this supply customer holding.

**Req Dues In**
(Requisition Dues In)
The quantity of this stock item due to be received into the supply customer holding from outstanding requisitions.

**Transfer Dues In**
The quantity of this stock item due to be transferred into this supply customer holding.

**PO Dues In**
(Purchase Order Dues In)
The quantity of this stock item due to be received into the supply customer from purchase orders.

**Total Dues In**
The total quantity of this stock item due to be received into this supply customer holding.

**Loan Dues Out**
The quantity of this stock item due to be issued as a loan from this supply customer.

**Dues Out**
The total quantity of this stock item due to be issued from this supply customer holding.

**Supply Customer Stock Details tabs**
The following tabs display if a stock code is selected from the list of supply customer stock holdings:

- **Stock on Hand**
- **Details**

**Stock on Hand tab**

**Owned SOH**
(Owned Stock on Hand)
The total quantity of owned stock on hand held by this supply customer for this stock item.

**Loaned SOH**
(Loan Stock On Hand)
The quantity of loaned stock on hand for this stock item and supply customer.

**Total SOH**
(Total Stock On Hand)
The total quantity of stock on hand, including loan stock, held by this supply customer for this stock item.

**In Transit**
The quantity of this stock item in transit to this supply customer.

**Total Assets**
The total quantity of this stock item, including stock in transit, for this supply customer.

**Waiting Receipt**
The quantity of holdings awaiting receipt for purchase orders.

**Note:** This includes holdings that are in-transit.
Dues Out
The total quantity of this stock item due to be issued from this supply customer holding.

Loan Dues Out
The quantity of this stock item due to be issued as a loan from this supply customer.

Order Dues In
The quantity of this stock item due to be received into the supply customer from purchase orders.

Loan Dues In
The quantity of loan stock for this item due to be received into this supply customer holding.

Req Dues In
(Requisition Dues In)
The quantity of this stock item due to be received into the supply customer holding from outstanding requisitions.

Transfer Dues In
The quantity of this stock item due to be transferred into this supply customer holding.

Total Dues In
The total quantity of this stock item due to be received into this supply customer holding.

Details tab

Serial No
The serial number of the stock code. This is only applicable for items that are serial tracked.

Equipment Ref
(Equipment Reference)
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

Stock on Hand
The quantity of stock on hand in this supply customer holding with the indicated details.

Condition Code
The condition code of the stock code. Entry is validated against the Table File CD - Stock Condition Code.
If returning district or warehouse from a supply customer or employee this will override the value for the items returned. If blank the values held against the items are retained.

Condition Code Description
The condition code description.

Batch Number
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.
**Used By Date**
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Fixed Status**
The status of the stock holding.

**Document Type**
The document type associated with a commitment against the stock item. Entry is validated against the Table File `DO - Document Types`.

**Document Key**
The document identifier associated with the holding status.

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**Employee Stock Holdings**
The following fields display in a summary grid if the stock code holdings for a specific employee are opened from the menu or selected from the hierarchy:

**Equipment Serial Number**
The serial number of the stock code. This is only applicable for items that are serial tracked.

**Plant Number**
An equipment reference or plant number. This is only relevant for items that are equipment tracked.

**Stock on Hand**
The quantity of stock on hand held by this employee for this stock item.

**Batch Lot**
The batch lot number allocated to the stock item.

This field only displays if the stock code is subject to batch lot management.

**Condition**
(Condition Code)
The condition code of the stock code. Entry is validated against the Table File `CD - Stock Condition Code`.

If returning district or warehouse from a supply customer or employee this will override the value for the items returned. If blank the values held against the items are retained.

**Cond Description**
(Condition Description)
The condition code description.

**Date**
(Use by Date)
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Stock Codes Held in Bin**
The following fields display in a summary grid if the stock holdings for a stock item by bin are opened from the menu:
Stock Code
The stock code for the item.

Description
The stock item description displays below the stock code.

Owned SOH
(Owned Stock on Hand)
The total quantity of owned stock on hand for this stock item in this bin.

Consigned SOH
(Consigned Stock on Hand)
The total quantity of consignment stock on hand for this stock item in this bin.

Total SOH
(Total Stock on Hand)
The total quantity of stock on hand for this stock item in this bin.

In Transit
The quantity of stock in-transit for this stock item and bin.

Total Assets
The total quantity of this stock item for this bin, including stock in-transit.

Waiting Receipt
The quantity of holdings awaiting receipt for purchase orders.

Note: This includes holdings that are in-transit.

Waiting Receipt
The quantity of holdings awaiting receipt for purchase orders.

Note: This includes holdings that are in-transit.
MSE1RT - Search Tracking References

Use this screen to search for all stock items associated with a particular serial number or equipment reference.

Related Processes and Activities

Review Tracking Reference Details ..............................................................

Stock Code

The stock code associated with the tracking reference.

Serial Number

The serial number for which tracking details are to be displayed. This field is mandatory if a stock code is entered and an equipment reference is not entered.

Equipment Reference

The equipment reference for which tracking details are to be displayed. This field is mandatory if a stock code is entered and a serial number is not entered.
MSE1RT - Review Tracking References

Use this screen to review tracking reference information associated with a tracked stock item. Information regarding the current custodian and associated documents and classifications is displayed. Tracking movement history is also accessible from this screen.

Related Processes and Activities

Review Tracking Reference Details ..........................................................

Stock Code
The stock code associated with the tracking reference.

Equipment Reference
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

Serial Number
The serial number of the stock code. This is only applicable for items that are serial tracked.

Tabs
• Location
• Classifications
• Tracking Reference History

Location tab

HELD BY
Displays details of the current custodian of the tracked item.

District
The district holding the tracked item.

Warehouse
The warehouse holding the tracked item.

Employee
The employee ID holding the tracked item.

Employee Name
The name of the employee holding the tracked item.

Supply Customer
The supply customer account holding the tracked item.

Supply Customer Name
The name of the supply customer holding the tracked item.

Bin Location
The bin location for the tracked item.
**Category**
The inventory category code and description for this item. Entry is validated against the Table File IG - Inventory Category.

**Condition**
The condition code for the item. Entry is validated against the CD - Stock Condition Code table file.

**Batch Lot**
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Holding Type**
Indicates the type of holding (for example, fixed, in-transit, discrepant or non-stock).

**ASSOCIATED DOCUMENTS**
Displays details of documents associated with this tracking reference, for example, repair orders or requisitions.

**Document Type**
The document type associated with the tracking reference.

**Document Reference**
The document reference for the associated document.

**Classifications tab**
Displays details of any serial classification data that has been entered for this tracking reference.

**Serial # Classification 1-10**
The classification codes that have been associated with this tracking reference. Entry is validated against the Table File NO - N9 - Serial Reference Classification. The classification descriptions display to the right of each code.

**Tracking Reference History tab**

**Date**
The date the movement record was created.

**Time**
The time the movement record was created.

**Transaction Type**
The type of transaction performed, for example, receipt.

**Performed By**
The id of the employee who performed the movement.

**District**
The district to which the movement history relates.
**District Desc**  
The district code description.

**Warehouse**  
The warehouse to which the movement history relates.

**Warehouse Desc**  
(Warehouse Description)  
The warehouse code description.

**Supply Customer**  
The supply customer to whom the movement history relates.

**Supply Customer Name**  
The name of the supply customer associated with the stock movement.

**Employee**  
The employee associated with the item movement.

**Employee Name**  
The name of the employee associated with the item movement.

**Bin**  
The bin location associated with the item movement.

**Category**  
The inventory category associated with the movement of the tracked item.

**Category Desc**  
(Category Description)  
The inventory category code description.

**Condition**  
The condition code associated with the movement of the tracked item.

**Condition Desc**  
(Condition Description)  
The condition code description.

**Batch Lot**  
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Used By Date**  
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Install/Uninstall Parent Equipment**  
The equipment number for the assembly to or from which the tracked item was installed or uninstalled as part of the item movement.
Install/Uninstall Reason
The reason for the installation or de-installation of the tracked item. Entry is validated against the Table File RIRC - Repair Item Reason Codes.

Install/Uninstall Reference
The user-supplied reference for the installation or de-installation of the tracked item.
MSE1SF - Search Count Task

Use this screen to search for a specific count tasks or to create ad hoc count tasks. Ad hoc count tasks are automatically created in the ad hoc stocktake number ZADHOC.

**Note:** Ad hoc count tasks are not associated with any scheduled stocktakes.

Related Processes and Activities

Create Ad Hoc Count Tasks .........................................................
Record Count Task Details ..........................................................

**District Code**
The district code associated to the count task.
This field is mandatory.

**Stocktake Number**
The unique system-generated number representing the stock to count for a specified period.

**Count Sheet Number**
The number representing a group of count tasks for a stocktake.

**Warehouse**
The warehouse holdings identifier for the stock code. Entry is validated against the Table File WH - Warehouse Identification.

**Supply Customer**
The supply customer account code holdings identifier for the stock code.

**Employee**
The employee ID holdings identifier for the stock code.

**Assigned To**
The employee assigned to the count task for the count sheet of the stocktake.

**Count Task Status**
The status of the count task.

The following count task options are available:

<table>
<thead>
<tr>
<th>Task Created</th>
<th>The initial status of the count task. You can transfer or remove count tasks from the count sheet in this status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Printed</td>
<td>The status of the count task when the related count sheet has been printed. You can enter the count quantity for the count task or remove count tasks from the count sheet in this status.</td>
</tr>
<tr>
<td>Count</td>
<td>The status of the count task when a count quantity has been entered and saved.</td>
</tr>
</tbody>
</table>
### Inventory Tracking - 3120

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Error in Count</strong></td>
<td>The status of the count task when it has been reconciled and the quantity or stock details entered do not match the stock holdings in the system.</td>
</tr>
<tr>
<td><strong>Task Recount</strong></td>
<td>The status of the count task when an incorrect quantity has been reconciled and the <strong>Recount</strong> option is selected.</td>
</tr>
<tr>
<td><strong>Task Discrepant</strong></td>
<td>The status of the count task when an incorrect quantity has been reconciled and the <strong>Raise Discrepancy</strong> option is selected.</td>
</tr>
<tr>
<td><strong>Task Not Counted</strong></td>
<td>The status of the count task when the <strong>Not in Count</strong> option is selected.</td>
</tr>
<tr>
<td><strong>Task Completed</strong></td>
<td>The status of the count task when it has been reconciled and the quantity and stock details entered match the stock holdings in the system.</td>
</tr>
</tbody>
</table>

### Bin Code

The bin location for the stock code.

### Stock Code

The stock code of the count task. The stock code combined with the holdings identifier is a count task.
MSE1SF - Count Task detail

Use this screen to enter stock code details such as tracking references, batch lot or shelf-life details for a count task. MSE1SF can also be used to create ad hoc count tasks. This screen can be accessed by its equivalent search screen or by double-clicking count tasks the following screens:

- MSE1SB - Programme Stocktake
- MSE1SD - Supplementary Stocktake
- MSE1SE - Count Sheet Detail
- MSE1SX - Count Recording

Related Processes and Activities

Create Ad Hoc Count Tasks .................................................................
Record Count Task Details ...............................................................  

Status

The status of the count task.

The following count task options are available:

<table>
<thead>
<tr>
<th>Task Created</th>
<th>The initial status of the count task. You can transfer or remove count tasks from the count sheet in this status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Printed</td>
<td>The status of the count task when the related count sheet has been printed. You can enter the count quantity for the count task or remove count tasks from the count sheet in this status.</td>
</tr>
<tr>
<td>Count</td>
<td>The status of the count task when a count quantity has been entered and saved.</td>
</tr>
<tr>
<td>Error in Count</td>
<td>The status of the count task when it has been reconciled and the quantity or stock details entered do not match the stock holdings in the system.</td>
</tr>
<tr>
<td>Task Recount</td>
<td>The status of the count task when an incorrect quantity has been reconciled and the Recount option is selected.</td>
</tr>
<tr>
<td>Task Discrepant</td>
<td>The status of the count task when an incorrect quantity has been reconciled and the Raise Discrepancy option is selected.</td>
</tr>
<tr>
<td>Task Not Counted</td>
<td>The status of the count task when the Not in Count option is selected.</td>
</tr>
<tr>
<td>Task Completed</td>
<td>The status of the count task when it has been reconciled and the quantity and stock details entered match the stock holdings in the system.</td>
</tr>
</tbody>
</table>
Error Status

The error status when the count task has been reconciled.

The following error status options are available:

<table>
<thead>
<tr>
<th>Error Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock On Hand Error</td>
<td>There is a mismatch between the count quantity entered and stock on hand in the system.</td>
</tr>
<tr>
<td>Detail Error</td>
<td>There is a mismatch between the batch number or shelf life details entered and the stock on hand details in the system.</td>
</tr>
<tr>
<td>Invalid Tracking Error</td>
<td>There is no stock on hand for the serial number or equipment reference entered for the count task.</td>
</tr>
<tr>
<td>Tracking Reference Error</td>
<td>The serial number or equipment reference is found in the system, but not for the count task.</td>
</tr>
</tbody>
</table>

Number of Counts

The number of times the count task has been recounted.

Assigned To

The employee assigned to the count task for the count sheet of the stocktake.

Stock Code

The stock code of the count task. The stock code combined with the holdings identifier is a count task.

Bin Code

The bin location for the stock code.

Tracking

Indicates the type of tracking associated with the item.

The valid values are:

<table>
<thead>
<tr>
<th>Tracking</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>The stock code is tracked by quantity.</td>
</tr>
<tr>
<td>Equipment Number</td>
<td>The stock code is tracked by equipment reference (the Equipment Register module must be installed).</td>
</tr>
<tr>
<td>Serial Number</td>
<td>The stock code is tracked by the manufacturer’s serial number.</td>
</tr>
<tr>
<td>No Tracking</td>
<td>The stock code is not tracked.</td>
</tr>
</tbody>
</table>

Batch Lot

Indicates that the stock code is batch lot managed.

Shelf Life

Indicates that the stock code is shelf life managed.
**Tabs**

- **Count Details**
- **Stocktake Details**

**Count Details tab**

**Batch Lot Number**
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Use By Date**
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Stock on Hand**
The stock on hand in the system for the count task. This field only displays if the count sheet type is Detailed.

**Count Quantity**
The physical count quantity of the count task.

**Serial Number**
The serial number of the stock code. This is only applicable for items that are serial tracked.

**Equipment Number**
The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

**Count Error Status**
The error status when the count task has been reconciled.
The following error status options are available:

<table>
<thead>
<tr>
<th>Error Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock On Hand Error</td>
<td>There is a mismatch between the count quantity entered and stock on hand in the system.</td>
</tr>
<tr>
<td>Detail Error</td>
<td>There is a mismatch between the batch number or shelf life details entered and the stock on hand details in the system.</td>
</tr>
<tr>
<td>Invalid Tracking Error</td>
<td>There is no stock on hand for the serial number or equipment reference entered for the count task.</td>
</tr>
<tr>
<td>Tracking Reference Error</td>
<td>The serial number or equipment reference is found in the system, but not for the count task.</td>
</tr>
</tbody>
</table>

**Stocktake Details tab**

**District Code**
The district code associated to the count task.

**Stocktake Group**
The stocktake group ID.
This is a unique number generated by the system on creation of a stocktake group in MSE1S2.
Programme Id
The stocktake programme number. This is a unique number generated by the system on creation of a stocktake programme in MSE155 - Stocktake Programme.

Programme Group
The programme group is a unique system-generated number. The number identifies the grouping of the same custodian types selected from the stocktake group in the stocktake programme.

Stocktake Number
The unique system-generated number representing the stock to count for a specified period.

Count Sheet Number
The number representing a group of count tasks for a stocktake.

Warehouse
The warehouse holdings identifier for the stock code. Entry is validated against the Table File WH - Warehouse Identification.

Supply Customer
The supply customer account code holdings identifier for the stock code.

Employee
The employee ID holdings identifier for the stock code.
MSE1SZ - Update Adjustment Holdings

Use this screen to adjust stock on hand discrepancies.

This application can only be accessed in MSE1TD - Discrepancy Task and when the discrepancy type is Stock on Hand. If SSAV (Stocktake Store Adjustment Voucher) approval is turned on in the district settings, then an SSAV item is created when an adjustment is made. The SSAV item must be finalised before a stocktake can be completed. The SSAV functionality acts as an approvals process for the inventory value gained or lost during a stocktake. The SSAV functionality only applies to programmed and supplementary stocktakes. An SSAV item is not created for an ad hoc count task.

Related Processes and Activities

Write Off Supply Customer Stock .................................................................
Adjust Count Task Quantity ........................................................................
Finalise the Adjustment ..............................................................................

District Code

The district relating to the discrepancy task.

Warehouse

The warehouse holdings identifier for the stock code. Entry is validated against the Table File WH - Warehouse Identification.

Supply Customer

The supply customer account code holdings identifier for the stock code.

Employee

The employee ID holdings identifier for the stock code.

Stock Code

The stock code of the count task. The stock code combined with the holdings identifier is a count task.

Tracking Indicator

Indicates the tracking applied to the stock item. This field displays if the Inventory Tracking module is installed.

Valid values are Quantity, Equipment Number, Serial Number or No Tracking.

Packed Description

An abbreviated (packed) description of the stock code.

Standard UOI for stock item

The unit of issue (UOI) for the stock code.

This is the quantity in which the stock is issued, for example, each or boxes. The unit of issue description displays to the right.
Discrepancy Resolution Code
This code indicates how the discrepancy task has been resolved. Entry is validated against the Table File DRRC - Discrepancy Reason Resolution.

Holding Details tab

Bin Code
The bin location for the stock code.

Stock on Hand
The stock on hand in the system for the stock code. This field does not display for serial or equipment tracked stock codes as they have unique tracking references.

Inventory Category
The inventory category for the stock holding. The inventory category must exist on the Table File IG - Inventory Category.

Inventory Category Description
The description of the inventory category for the stock holding.

Condition Code
The condition code of the stock code. Entry is validated against the Table File CD - Stock Condition Code.
If returning district or warehouse from a supply customer or employee this will override the value for the items returned. If blank the values held against the items are retained.

Condition Code Description
The condition code description.

Stock Ownership
The stock ownership type of the stock code being adjusted.
The following options are available:
- Owned
- Consigned
- Loan

Note: Only owned and consigned stock can be adjusted.

Fixed Holding Status
The status of the fixed stock holding.

Note: Only uncommitted holdings can be adjusted.

Bring On
The quantity by which stock holdings are to be increased. This field does not display for serial or equipment tracked stock codes as each tracking reference is unique. In order to bring on this type of stock, you must add a row to the grid and enter the tracking reference details for each item.
Write Off

The quantity of stock holdings to write off (decrease) as a positive number. This field does not display for serial or equipment tracked stock codes as each tracking reference is unique. In order to write off this type of stock, you must delete the rows in the grid for each item.

Functions and Actions

Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:

- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Finalise Discrepancy** - Opens Dialog Box - *Finalise Discrepancy*.
- **Reactivations** - Displays the MSE1RE - Search Reactivation screen.
MSE1TD - Search Discrepancy Task

Use this screen to search for discrepancy tasks awaiting process.

Related Processes and Activities

Write Off Supply Customer Stock .................................................................

SEARCH IN

District
The district code. The discrepancy tasks are held and retrieved from within this district. This field is mandatory.

Warehouse
This discrepancy tasks are held and retrieved from within this warehouse.

Note: This must be a valid District/Warehouse combination.

Entry is validated against the Table File WH - Warehouse Identification.

This field is mandatory when searching by district.

Supply Customer
The supply customer ID relating to the discrepancy task.

Employee
The employee ID relating to the discrepancy task.

FOR TASKS WITH

Stock Code
The stock code to which the discrepancy task relates.

Discrepant Type
The process from which the discrepancy task was originally created. For example, Observation, Lost Holding, Task Closure and so on.

Assigned To
The ID of the employee to whom the discrepancy task has been assigned.

FOR TASKS THAT RELATE TO

Purchase Order Number
The purchase order number for the stock code to which the discrepancy task relates.

FMS Requisition Number
The Foreign Military Sales requisition number for the stock code to which the discrepancy task relates.

Waybill Number
The required waybill number to which the discrepancy task relates.
Warehouse Requisition Number
The warehouse requisition number for the stock code to which the discrepancy task relates.

Warehouse Requisition Item Number
The warehouse requisition item number for the stock code to which the discrepancy task relates.

Warehouse Requisition District
The district code from where the requisition originated.

SCA/Emp Transfer Req Number
The transfer requisition number for the stock code to which the discrepancy task relates.
MSE1TD - Update Discrepancy Task

Use this screen to update and review discrepancy tasks. Discrepancy tasks can also be assigned to employees and an action/resolution applied to the task.

Use the tabs on this screen to carry out the following tasks:

- Display the comments relating to a discrepancy task on the Log tab. Information, such as Date, Time, Recorded By, Comment and Action Required displays in chronological order.
- Enter or display related information on the General tab, such as associated documents and item details.
- Finalise and reconcile discrepancies by clicking Discrepant Quantity. This option launches the MSE1TX - Update Discrepant Quantity screen.

A discrepancy report can be created by selecting the Discrepancy Report option. This option launches the MSM245B - Discrepancy Report Detail screen.

**Note:** If supply customer security is in use, only users registered against a supply customer, or with override privileges can process discrepancy tasks.

Related Processes and Activities

Write Off Supply Customer Stock .................................................................

**Discrepancy Type**

The process from which the discrepancy task was originally created. For example, Observation, Lost Holding, Task Closure and so on.

**Discrepancy Reason**

The reason code relating to the discrepancy. The discrepancy code description displays to the right.

**Discrepancy Resolution Code**

This code indicates how the discrepancy task has been resolved. Entry is validated against the Table File DRRC - Discrepancy Reason Resolution.

**RELATES TO**

**District**

The district relating to the discrepancy task.

**Warehouse**

The warehouse within the district to which the discrepancy task relates.

**Supply Customer**

The supply customer ID relating to the discrepancy task.

**Employee**

The employee ID relating to the discrepancy task.
ASSIGN TO

Assigned To
The ID of the employee to whom the discrepancy task has been assigned.

Priority
The priority of the discrepancy task.
Entry is validated against the Table File PI - Priority Codes.

Tabs

- Log
- General

Log tab

Date
The date the discrepancy task was created.

Time
The time the discrepancy task was created.

Recorded By
The ID of the employee who created the discrepancy task.

Comment
The comments relating to the discrepancy task.

Action Required
The action required to resolve the discrepancy.
Entry is validated against the Table File DLAR - Discrepancy Action Required.

Action Required Description
The description of the discrepancy action required.

General tab

ASSOCIATED DOCUMENTS

Document Type
The document type (if applicable) relating to the discrepancy task.

Document District
The district code associated with the document.

Document Number
The document number relating to the discrepancy task.

Item
The item within the document which relates discrepancy task.

ITEM DETAILS

Stock Code
The stock code to which the discrepancy task relates.
**Description**

The abbreviated description of the stock item to which the discrepancy task relates.

**Functions and Actions**

Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an **Update** screen than on a **Create** screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:

- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Assign** - Opens Dialog Box - Assign.
- **Resolution** - Opens Dialog Box - Resolution.
- **Discrepancy Report** - Opens the MSM245B - Discrepancy Report Detail screen.
- **Amend Details** - Opens the MSE1AH - Amend Holdings screen.

**Note:** This button does not display for stock on hand discrepancy tasks, but displays for all other discrepant types.

- **Discrepant Quantity** - Opens the MSE1TX - Update Discrepant Quantity screen.

**Note:** This button displays only for **Discrepant Type - Issue in excess of Stock on Hand**.
MSE1TP - Search Pick Tasks

Use this screen to search for pick tasks.

Related Processes and Activities

Issue a Pick Task for a Supply Customer Transfer ..........................................
Issue a Pick Task for a Loan Requisition .........................................................
Issue a Pick Task for a Loan Return.................................................................

SEARCH IN

District
The code for the issuing district.

Warehouse
The warehouse from where the pick task is to be issued.

Note: The warehouse must form a valid district and warehouse combination for results to be successfully returned if using the district field.

Supply Customer
The supply customer issuing the item to be picked.

Employee
The ID of the employee issuing the item to be picked.

Task Id
The unique identifier for the pick task. This is generated by the system when the task is created.

PICK TASKS WITH

Assigned To
The ID of the employee to whom the pick task has been assigned.

Task Priority
The priority assigned to this task.

Stock Code
The stock code of the item being picked.

Delivery Location
The delivery location for the goods.

Requested By
The person who has requested the goods.

Required By Date From
The start delivery request date for the goods.
Required By Date To
The end delivery request date for the goods.

ASSOCIATED WITH DOCUMENT

District
The code for the district from which the requisition originates. This field is mandatory when specifying a requisition number.

Warehouse Requisition Type
The type of requisition related to the pick task.

Warehouse Requisition No
The warehouse requisition number relating to the pick task.

Warehouse Requisition Item No
The item within a warehouse requisition to which the pick task relates.

SCA Transfer No
(Supply Customer Account/Employee Transfer Requisition Number)
The supply customer or employee transfer requisition number to which the pick task relates.

SCA Transfer Item No
(Supply Customer Account/Employee Transfer Item Number)
The supply customer or employee transfer item number to which the pick task relates.

Consolidated Pick No
The consolidated pick number to which the pick task relates.

Document Priority
The priority of the document.

Grid Actions
The following grid actions are available:

- **Close** - Opens Dialog Box - Close.
- **Assign** - Opens Dialog Box - Assign.
- **Observation** - Opens the Dialog Box - Observation.
- **Issue** - Opens the Dialog Box - Issue Details.

Functions and Actions
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:

- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.
These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Pick Slip Reprint** - Opens Dialog Box - Pick Slip Reprint.
MSE1TP - Pick Tasks detail

Use this screen to manage pick tasks.

- If the pick task has been associated with specific holdings, only those holdings display. Otherwise all holdings that match the pick task's attributes display.
- If the stock code to be picked is subject to shelf management, the system will highlight the quantities recommended for picking based in either First Expiry First Out (FEFO) calculations or requisition usable up to date restrictions.
- A warning displays if older stock meeting the use by date requirements are met. If stock with a later use by date is selected, a warning dialog box displays. If you click Confirm, a notification of issue of ineligible stock is sent. This can be viewed in MSE042 - Search Notification Message.
- Owned stock will be issued before consignment stock.

**Note:** Useable Up To Date consignment stock is the only exception to issuing owned stock before consignment stock.

**Related Processes and Activities**

Issue a Pick Task for a Supply Customer Transfer ..........................................................
Issue a Pick Task for a Loan Requisition .................................................................
Issue a Pick Task for a Loan Return .................................................................

**Task Id**

The unique identifier for the pick task. This is generated by the system when the task is created.

**Hazardous Material Code**

The hazardous material code associated with the stock code, if applicable. Entry is validated against the Table File HZ - Hazardous Material.

**Stock Code**

The stock code of the item being picked.

**Unit of Issue (UOI)**

The unit of issue (UOI) for the stock code.

This is the quantity in which the stock is issued, for example, each or boxes.

**Description**

The stock item description displays below the stock code.

**Assigned To**

The ID of the employee to whom the pick task has been assigned.

**Priority**

The priority code for the pick task.

Entry is validated against the Table File PI - Priority Codes.

**Tabs**

- **Quantities**
• Storage
• General
• Picking/Delivery Instructions

**Quantities tab**

**District**
The district code description.

**Warehouse**
The warehouse from where the pick task is to be issued.

**Supply Customer**
The supply customer issuing the item to be picked.

**Employee**
The employee ID issuing the item to be picked.

**Being Picked**
This is the sum of all pick task quantities for this stock item.

**Still Outstanding**
The quantity of stock still outstanding against this task.

**SUMMARY GRID**

**Bin Location**
The bin location of the item detailed on the pick task.

**Stock on Hand**
The quantity of stock on hand. This is the quantity of stock currently held, not all of this stock may be available for issue.

**Category**
The inventory category code of the item detailed on the pick task.

**Category Description**
(Category Description)
The inventory category code description.

**Condition**
The condition code of the item detailed in the pick task.

**Condition Description**
The condition code description.

**Batch Lot**
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Serial Number**
The serial number of the stock code. This is only applicable for items that are serial tracked.
**Equipment Reference**

The equipment reference for the stock code. This is only applicable for items that are equipment tracked.

**Issued**

Indicates that the selected item is to be issued. This only applies to items that are not quantity tracked.

**Quantity Picked**

The quantity of stock still outstanding against this task.

**Storage tab**

**Special Storage Code**

A code indicating any special storage requirements. Entry is validated against the Table File STSG - Special Storage Code.

**Packaging Code**

The packaging code for the catalogued item.

This indicates packaging requirements for the item. Entry is validated against the PCKR - Pack Type Table File.

**Treatment Code**

Indicates any treatment requirements for the item. This field is mandatory if the Pack Treatment indicator is selected. Entry is validated against the TRTR - Treatment Required Code (TER Code) table file.

**Global Storage Code**

The global storage code for the stock item.

**General tab**

**Document Type**

The document type related to the pick task.

**Document Number**

The document number that relates to the pick task.

**Document Item**

The item being issued against the pick task.

**District**

The code for the district from which the requisition originates.

**ISSUE FROM**

One or more of the following fields will display, depending on where the item is issued from.

**District**

The code for the issuing district.

**Warehouse**

The warehouse from where the pick task is to be issued.
Supply Customer
The supply customer issuing the item to be picked.

Employee
The ID of the employee issuing the item to be picked.

ISSUE TO
One or more of the following fields will display, depending on where the item is issued to.

District
The code for the district receiving the items.

Warehouse
The warehouse receiving the items.

Delivery Location
The location to which the items will be delivered.

Supply Customer
The supply customer receiving the items.

Employee
The ID of the employee receiving the items.

Priority Code
A valid priority code. Entry is validated against Table File PI - Priority Codes.

Picking/Delivery Instructions tab
A free-form text box displays under the Delivery Instructions A and B. Any additional information relating to the picking/delivery instructions display in this text box.

The insert text icon can be used to insert general text as created in MSM096A - Maintain General Text and MSM096B - Maintain Text.

Refer to Insert General Text using the Insert Text Icon for more information.

Notes:
• You can enter additional text, even if you have inserted general text.
• If the free-form text field is protected, the insert text icon is disabled and no text can be entered.

Delivery Instructions A
Delivery instructions from the requisition.

Delivery Instructions B
Delivery instructions from the requisition.

Functions and Actions
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.
Action buttons also display:

- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- **Close** - Opens Dialog Box - Close.
- **Assign** - Opens the Dialog Box - Assign.
- **Observation** - Opens the Dialog Box - Observation.
- **Pick Slip Reprint** - Opens Dialog Box - Pick Slip Reprint.
- **View Commentary** - Opens the MSM213A - Review/Maintain Commentary screen.
MSEHTE - Search Immediate Employee Transfer

Use this screen to initiate an immediate transfer of stock from an employee to another employee or a supply customer.

Stock Code
The stock code of the item being transferred. If the stock code is unknown, select Lookup to search MSE171 - Search Inventory Management Review. This field is mandatory.

FROM
Employee
The employee currently holding the stock to be transferred. This field is mandatory.

TO

Note: The Supply Customer or Employee must be entered.

Employee
The employee to receive the transferred stock.

Supply Customer
The supply customer to receive the transferred stock.
MSEHTE - Immediate Employee Transfer detail

Use this screen to transfer a nominated quantity of stock items from an employee to another employee or supply customer.

**QUANTITIES**

**Stock Code**

The stock code of the item being transferred. If the stock code is unknown, select **Lookup** to search MSE171 - Search Inventory Management Review.

**Description**

The stock item description displays below the stock code.

**Unit of Issue (UOI)**

The unit of issue (UOI) for the stock code.

This is the quantity in which the stock is issued, for example, each or boxes.

**Hazardous Material Code**

The hazardous material code associated with the stock code, if applicable. Entry is validated against the Table File HZ - Hazardous Material.

**PROCESSING**

**Moved By**

The ID of the employee who performed the transfer. This field is mandatory.

**TRANSFER FROM**

The following entries from the search screen display:

**Employee**

The employee currently holding the stock to be transferred.

**TRANSFER TO**

**Employee**

The employee to receive the transferred stock.

**Supply Customer**

The supply customer to receive the transferred stock.

**Clear Condition Code**

Indicates that the condition code for the stock item should be cleared when transferred to the new holding. This option is mutually exclusive with the **Condition** field.

**Condition**

The condition to which the stock item is to be transferred. Entry is validated against the Table File CD - Stock Condition Code.

**SUMMARY GRID**

A list of available stock holdings displays in the summary grid.
Transfer
Indicates that the stock holding is selected for transfer.

Stock on Hand
The quantity of stock on hand. This will only display for an item that is quantity tracked.

Transfer Quantity
The quantity of stock to be transferred. This field is mandatory for a stock item that is quantity tracked.

Condition
The condition to which the stock item is to be transferred. Entry is validated against the Table File CD - Stock Condition Code.

Condition Desc
(Condition Description)
The condition code description.

Batch Lot
The batch lot number allocated to the stock item held within the listed bin.
This displays only if the stock item is subject to batch lot management.

Use By Date
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

Serial Number
The serial number of the stock item to be transferred. This is only relevant for items that are serial tracked.

Equipment Reference
The equipment reference of the stock item to be transferred. This is only relevant to items that are equipment tracked.

Functions and Actions
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:
- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.

- Submit - Validates and saves the data entered.
- Refresh - Reloads the original data. Any changes made since the last submit are lost.
- New Search - Returns to the Search screen and clears the search results and the search criteria.
• **Observation** - Opens the Dialog Box - Observation.
MSEHTS - Search Immediate Supply Customer Transfer

Use this screen to initiate an immediate transfer of stock from a supply customer to another supply customer or an employee.

**Stock Code**
The stock code of the item being transferred. If the stock code is unknown, select **Lookup** to search MSE171 - Search Inventory Management Review. This field is mandatory.

**FROM**
Supply Customer
The supply customer currently holding the stock to be transferred. This field is mandatory.

**TO**

*Note:* The Supply Customer or Employee must be entered.

**Supply Customer**
The supply customer to receive the transferred stock.

**Employee**
The employee to receive the transferred stock.
MSEHTS - Immediate Supply Customer Transfer Detail

Use this screen to transfer a nominated quantity of stock items between supply customers, or from a supply customer to an employee.

**Stock Code**
The stock code of the item being transferred. If the stock code is unknown, select **Lookup** to search MSE171 - Search Inventory Management Review.

**Description**
The stock item description displays below the stock code.

**Unit of Issue (UOI)**
The unit of issue (UOI) for the stock code.
This is the quantity in which the stock is issued, for example, each or boxes.

**Hazardous Material Code**
The hazardous material code for the catalogued item. Entry is validated against the Table File HZ - Hazardous Material.

**PROCESSING**

**Moved By**
The ID of the employee who performed the transfer. This field is mandatory.

**TRANSFER FROM**
The following entries from the search screen display:

**Supply Customer**
The supply customer currently holding the stock to be transferred.

**TRANSFER TO**

**Supply Customer**
The supply customer to receive the transferred stock.

**Employee**
The employee to receive the transferred stock.

**Condition**
The condition to which the stock item is to be transferred. Entry is validated against the Table File CD - Stock Condition Code.

**Clear Target Condition Code**
Indicates that the condition code for the stock item should be cleared when transferred to the new holding. This option is mutually exclusive with the **Condition** field.

**SUMMARY GRID**
A list of available stock holdings displays in the summary grid.
**Transfer**
Indicates that the stock holding is selected for transfer.

**Tracking Indicator**
An identifier for this transaction, for example, the transfer request number.

**Stock on Hand**
The quantity of stock on hand. This will only display for an item that is quantity tracked.

**Transfer Quantity**
The quantity of stock to be transferred. This field is mandatory for a stock item that is quantity tracked.

**Condition**
The condition to which the stock item is to be transferred. Entry is validated against the Table File CD - Stock Condition Code.

**Condition Desc**
(Condition Description)
The condition code description.

**Batch Lot**
The batch lot number allocated to the stock item.
This field only displays if the stock code is subject to batch lot management.

**Use By Date**
The use by date for the stock item. This is only applicable for items that are shelf-life managed.

**Serial Number**
The serial number of the stock item to be transferred. This is only relevant for items that are serial tracked.

**Equipment Reference**
The equipment reference of the stock item to be transferred. This is only relevant to items that are equipment tracked.

**Functions and Actions**
Functions display in the top left of the application screen toolbar. The function buttons available vary, depending on your security access and the screen displayed. For example, more functions may display on an Update screen than on a Create screen.

An Actions button displays where the size of the screen does not allow application buttons to fit in the toolbar. Click this button to display a list of available actions relating to the application.

Action buttons also display:
- In a results grid. Clicking on an entry in the results grid can enable the applicable buttons that apply to the entry.
- In a grid where an action menu is available for the grid row. Clicking the icon displays the actions available for the grid item.

These buttons perform actions related to the screen, and range from adding an image to opening another application.
- **Submit** - Validates and saves the data entered.
- **Refresh** - Reloads the original data. Any changes made since the last submit are lost.
- **New Search** - Returns to the Search screen and clears the search results and the search criteria.
- **Observation** - Opens the Dialog Box - Observation.
MSM001A - Maintain System Control File

Use this screen to access and maintain System and District Control files. The System and District Control files contain information used to control functionality within Ellipse EAM. The options selected determine the functionality available through the activation of modules and entry of data.

**Note:** Changing fields within the System or District Control files after implementation could lead to corrupted files or program failure. If in doubt as to the impact of changing any control settings, refer to your ABB Support consultant.

Which menu options are available depends on your security levels.

Suspension or closure of a district can only be performed by users with access to this program. Once a district has been suspended or closed, you cannot include them in search strings being created.

The **Suspend**, **Reactivate** and **Close** district functions are also security controlled with a **SUSPEND** function profile. The user profile is secured against the **SUSPEND** function profile. The user must also have been added to this access.

If you have access to the **SUSPEND** profile, you can perform transactions in a suspended district. The transactions you can perform in a suspended district or warehouse are subject to normal Ellipse EAM access control.

When an attempt is made to access data belonging to another district, the district code is validated and if it is suspended, you will need to pass the access check as above.

The maintain system control file program requires differing levels of security access for each district status change.

The following status changes for a district are permitted:

- Reopen or reactivate a district
- Suspend the district
- Close the district

Each district status change updates the district control file with the current user, date and time.

Once a district has been suspended and before attempting to close a district, ensure that the **Check for Closure** reports have not detected any conditions that would prevent the district from being closed.

Where the **Suspend District** option is selected, the district can be reactivated.

This screen is subject to split security - refer to Security Specifics.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Maintain Systems Controls</th>
<th>Use this option to update information held on the System Control file at a global level. Use this option for activating modules and maintaining other system control settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define a New District</td>
<td>Use this option to create a new legal entity or charter. This creates information on the District Control file.</td>
</tr>
<tr>
<td>Modify District Controls</td>
<td>Use this option to modify an existing districts' specific control file settings.</td>
</tr>
<tr>
<td>Modify District Bank Accounts</td>
<td>Use this option to create, modify, or delete bank account information held on the District Control file.</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Modify District Account Code</td>
<td>Use this option to update Ellipse EAM with account codes required to prepare balanced entries for various accounting transactions within the integrated system. For example, Accounts Payable and Accounts Receivable.</td>
</tr>
<tr>
<td>Modify District Accounting Periods</td>
<td>Use this option to maintain past, present, and future accounting periods for a given district. This option can also be used to review a financial year to ensure month end has occurred in all periods for a given financial year.</td>
</tr>
<tr>
<td>Modify Current Period Information</td>
<td>Use this option to identify or update the current accounting periods for modules used within districts.</td>
</tr>
<tr>
<td>Modify Program Printer Allocations</td>
<td>Use this option to enter default printing parameters for batch reports produced by Ellipse EAM. This would usually only be for certain control type reports or updates.</td>
</tr>
<tr>
<td>Modify District Address Details</td>
<td>Use this option to create or maintain each district’s postal address, telephone numbers, and relevant government IDs.</td>
</tr>
<tr>
<td>Modify District HR Details</td>
<td>Use this option to define default Human Resources and payroll information for a district.</td>
</tr>
<tr>
<td>Suspend District</td>
<td>Use this option to deactivate district attributes for a district that is no longer required, or for a newly created district that is yet to have its data loaded.</td>
</tr>
<tr>
<td>Reactivate District</td>
<td>Use this option to reactivate a district for use after the district has been defined and the details have been added.</td>
</tr>
<tr>
<td>Close District</td>
<td>Use this option to close a district if it is no longer required.</td>
</tr>
<tr>
<td>Modify Warehouse Control Information</td>
<td>Use this option to modify information relating to the setup of a warehouse within Ellipse EAM.</td>
</tr>
<tr>
<td>Modify Site Control Information</td>
<td>Use this option to modify information relating to the setup of a site that uses the Permit to Work module.</td>
</tr>
</tbody>
</table>

**District**

Enter the district code.

This field identifies an accounting entity, business unit, military base or geographical location that performs business in its own right. A district can be thought of as a separate set of financial books.

This field is mandatory for all options, except options **Maintain Systems Control Information** and **Maintain Warehouse Control Information**.

**Copy District**

The district from where the information is to be copied to create a new district. This field is only valid when selecting option **Define a New District**.
The following information does not copy from the old district:

- Bank Accounts
- Account Codes
- Accounting Periods
- Current Periods
- Program Printers
- District Address Details

Suppliers will be copied from the nominated district where the Default Dstrct Supp field has been set on MSM001C.

Where a **Copy From** district derives the chart of accounts or the expense elements from another district, the default expense elements copied during the copy district function is correct and available for use within the **Copy To** district.

Where a **Copy From** district controls its own chart of accounts or expense elements, the default expense elements copied during the **Copy District** function will not exist within the **Copy To** district. It is the responsibility of the user to ensure that all default expense elements are valid within the **Copy To** district prior to processing.

**Warehouse**

This field refers to a major stock storage location within a district. This field is required when option **Maintain Warehouse Control Information** is selected. The warehouse must exist as a code on the WH Table File.

**Site Code**

This field refers to a site for the purposes of setup details for the Permit to Work module. The entry in this field is validated against the Table File PSIT - Site Code. This field is required when the option **Maintain Site Control Information** is selected.
MSM001B - Modify Systems Control File (Cont.)

Use this screen to modify Systems Control file settings for the General and Materials modules.

Company Name
This field is mandatory. Enter the name of the entire installation. Many clients also identify which Ellipse EAM instance, for example ABC Company - Production.

Tabs
- General
- EDI/Payments
- Contracts Admin/Locations
- System Mode/Security
- Diary/E-mail
- Externally Managed Processes

General tab

Multi District
Enter Y if this installation has more than one district. Enter N if only one district applies. We suggest you enter Y, even if only one district is to be created. If additional districts are never created, there will be no impact.

Max I/Os for Searches (Maximum Inputs/Outputs for Searches)
Enter the maximum number of I/Os (inputs/outputs) allowed for review programs that search for matching records.

A reasonable number is 200. Too large a number could mean that the search routines create a longer processing time, looking for non-existent records. Too small a number could mean that nothing is found to match, causing frustration, especially when records are known to exist.

Default Batch Defer Time (HHMMSS)
Enter the default time at which batch reporting jobs should normally execute. The format is HH:MM:SS.

Standard Text Compressed
Enter Y to signify that text stored in the standard text facility is space compressed. Enter N if it is not space compressed. A compressed file occupies less disk space. However, it also requires more CPU time to process the data. Enter R if a relational database product is in use.

Enter one of the following characters:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Relational databases</td>
</tr>
<tr>
<td>Y</td>
<td>Compress</td>
</tr>
<tr>
<td>N</td>
<td>No compression</td>
</tr>
</tbody>
</table>
**Date Format**

This field identifies the format of dates that display on screens and reports.

Enter one of the following date options:

<table>
<thead>
<tr>
<th>Format</th>
<th>Options</th>
</tr>
</thead>
</table>
| A      | DD/MM/YY (Australian format)  
          For example, enter 31/12/10 for 31 December 2010.  
          OR  
          DDM MMC YY (Australian format)  
          For example, enter 31DEC2110 for 21 Century, 31 December 2010. |
| I      | DD-MM-YY (International format)  
          For example, enter 31-12-10 for 31 December 2010.  
          OR  
          CCYY MMM DD (International format)  
          For example, enter 2110 DEC 31 for 21 Century, 31 December 2010. |
| M      | DD/MMM/YY (Military format)  
          For example, enter 31/DEC/10 for 31 December 2010.  
          OR  
          DDM MMC YY (Military format)  
          For example, enter 31DEC2110 for 21 Century, 31 December, 2010. |
| U      | MM/DD/YY (USA format)  
          For example, enter 12/31/10 for 31 December 2010.  
          OR  
          MMM DD CC YY (USA format)  
          For example, enter DEC 31 2210 for 21 Century, 31 December, 2010. |

**Allow Window Messages**

Enter Y to indicate that the screen message facility will be switched on. This enables the display of messages entered for screens on the Table File MM - Screen Message on the bottom lines of screens.

**Maximum Login Attempts**

Enter a number from 1 to 9, indicating how many times an invalid user ID and password combination will result in an error message before Ellipse EAM stops.

**Bypass Welcome**

This field defaults and is display only.

<table>
<thead>
<tr>
<th>Format</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Indicates that instead of displaying the Welcome/Sign On screen and accepting a user ID and password, the login program should obtain the operating system’s user ID.</td>
</tr>
</tbody>
</table>
For more information about this field, refer to Configuring Login Options.

**Last MSF096 Key**

Enter the last MSF096 key number used by the system.

This field is used by the Condition Monitoring module (3340) to create a narrative text for the condition monitoring measurements.

**Maximum Updates**

Enter a number indicating the maximum number of updates to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Maximum Reads**

Enter a number indicating the maximum number of reads to be done in a batch program before the restart record is automatically rewritten. This is a default value and can be overridden.

**Calendar Date Range**

Enter a year in the format **CCYY**. This is the upper limit of the 100 year date range used by Ellipse EAM when determining the century for a year that does not allow a century to be entered or a century associated with it. The lower limit is determined by subtracting 99 from it.

For example, if 2025 is entered then the lower limit is calculated as 1926, meaning any year entered in Ellipse EAM that is greater than 25 has a century of 19, otherwise it has a century of 20.

**HOST DETAILS**

**Base URL**

The case-sensitive URL of the host. This URL is used to initiate Ellipse EAM web applications.

Up to 50 characters can be entered. If the URL exceeds 50 characters the **Base URL 2** and **Base URL 3** fields can be used.

This field is optional.

**Base URL 2**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** field exceeds its maximum character length.

Up to 50 characters can be entered.

**Base URL 3**

The extended URL of the host. This field is used to if the URL entered in the **Base URL 1** and **Base URL 2** fields exceeds its maximum character length.

Up to 50 characters can be entered.

**EDI/Payments tab**

The following EDI fields are only available if the **Electronic Data Interchange** module (3290) is installed.

The following EFT fields can only be created or modified if the **Electronic Funds Transfer (EFT)** module is installed.
ELECTRONIC DATA INTERCHANGE

Interchange Qualifier/Id
This is the code for the interchange qualifier used to translate messages into text. This is an optional field unless an entry is made in the Interchange ID field (adjacent), in which case entry is mandatory.

The second field is the interchange ID code for the authorisation identifier. This is an optional field unless an entry is made in the Interchange Qualifier field, in which case entry is mandatory.

Interchange Routing Address
Enter the address of the EDI gateway.
This field is optional. This is the specific EDI routing information.

EDI Acknowledgment Required
Enter Y if acknowledgment of the EDI transmission is required. Enter N if acknowledgment is not required.
This field is optional.

Last EDI Xmit Number
(Last EDI Transmit Number)
The last EDI transmit number allocated. This is a counter and Ellipse EAM increments this field automatically whenever an EDI transmission is performed. Enter the last EDI message transmission number, if required.
This field is optional.

Last MSB290 Run Number
This is the last EDI message retrieval run number. This is a counter and Ellipse EAM increments this number automatically whenever MSB290 is generated.

PAYMENTS

EFT Length
Enter the length of the EFT payment ID. The ID cannot be greater than 17 as the maximum length of the EFT ID is 18 characters less the EFT alpha character.

EFT Alpha
Enter the EFT alpha code.

Last EFT Number
This is the last EFT number generated by the system. This field will automatically be incremented by the system.
This field is mandatory.

Cheque Number Length
Enter the cheque number length (cannot be greater than 18).

Contract Admin/Locations tab
The following fields can only be created or modified if the Tender Administration module or the Contract Administration module is installed.
TENDER ADMINISTRATION

Last Tender Number
Enter the number of the last tender.

Last Contract Number
Enter the number of the last contract.

CONTRACTS ADMINISTRATION

Details to Incl Add Tax

(Details to Include Additional Tax)
If additional tax is to be included in the price, enter Y, otherwise enter N. This field is mandatory if the Contract Administration module is installed.

LOCATIONS

Last Location Number
Enter the last location number allocated by Ellipse EAM. This field must contain a number and is used by the Location Server MSK011 to create locations using system-generated numbers. If users do not specify a location number during the creation of a location, this number is incremented by one and allocated to the next location. A check is made to ensure that the derived number has not already been allocated.

System Mode/Security tab

You can only create or modify the following information if your security access level is 9.

SYSTEM MODE

Production/Test/Demo Mode

(Production/Test/Demonstration Mode)
Test mode modifies the way in which transactions are activated on some platforms. Demonstration mode sets the date within the online system to a specific date.

Enter one of the following values to indicate the mode of operation of the system:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Production</td>
</tr>
<tr>
<td>T</td>
<td>Test</td>
</tr>
<tr>
<td>D</td>
<td>Demonstration</td>
</tr>
</tbody>
</table>

Note: This flag is for ABB internal use and all customers should leave this field blank. The default is Production.

Demonstration Date
Enter the date the system is to be used for demonstration. Entry is mandatory if the system is in Demonstration mode.
SECURITY

Advanced User Security
This field is used for the mandatory login password. Select N if the login field is to be locked when the maximum number of logins have been exceeded. The password attempts will be logged in MSF022.

Minimum Days Between Password Change
This field controls when a user can change their Ellipse EAM password. The number entered indicates how many days must lapse before the user can change their password. If 0 is entered in this field, changes can be made as required.

Diary/E-mail tab

Extended Text Counter
This field is used by the diary function. It records the extended text number for the last diary entry made. If a number displays here, it should not be overwritten.

Max Transmission Lines
(Maximum Transmission Lines)
This field displays the maximum size of individual emails. Emails with lines exceeding the maximum transmission lines are not allowed.
This field displays if the Email module (3045) is installed.

Externally Managed Processes tab
The flags on this tab indicate whether the Catalogue, Inventory, and Procurement are external from Ellipse EAM. Flags initially display blank. Entry can be made only in the External Procurement field.

The fields on this tab are described below:

External Catalogue
This flag indicates whether or not the Catalogue is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Inventory
This flag indicates whether or not the Inventory is external from Ellipse EAM. This flag is initially displayed blank. It is automatically set to Y or N through entry in the External Procurement field.

External Procurement
This flag indicates whether or not Procurement is external from Ellipse EAM. This flag is initially displayed blank.
- Enter Y if procurement is to be through an external system.
- Enter N if procurement is to be through Ellipse EAM.

Note: Y or N being entered into the External Procurement field causes the External Catalogue, and External Inventory Management flags to be automatically populated with the same entry.

This field is mandatory.
MSM001D - Maintain Systems Control File (Cont.)

Use this screen to maintain Systems Control File settings for the Materials and Maintenance modules.

Tabs

- **Stores/Purchasing**
- **Transport Consolidation**
- **Disposals**
- **Repairable Item Management**
- **Foreign Military Sales**
- **Reference Codes**
- **Global Purchasing Agreements**

**Stores/Purchasing tab**

Information can be created or modified only if the Catalogue module is installed.

**Centralised Purchasing**

Enter Y if centralised purchasing applies. Enter N if decentralised purchasing applies.

This flag indicates whether all purchasing actions are centrally controlled or whether districts can action purchasing information individually. This field only applies to Ellipse EAM systems that operate multiple districts.

**Max Rec Order Activity Counter**

(Maximum Recommended Order Activity Counter)

Enter the maximum number to which the recommended order activity counter can increment before being reset to one. The valid range is from 99 to 999.

**Last APL Batch Run No**

(Last Application Parts Number Batch Run Number)

Enter the last Application Parts List (APL) run number used by the batch process to requisition an APL, if the APL module is installed. This counter normally initialises to 0 (zero), and increments automatically each time a batch APL requisition process is run.

**Rec Orders by Request**

(Recommended Orders by Request)

Enter Y or N to indicate whether recommended order reports should be produced only on request (Y) or automatically (N).

**Funds Approval Check**

(Funds Approval Checking External/ Internal)

Enter E for external checking. Enter I for internal checking of funds approvals. Leave this field blank if no funds approval checking is required in any district.

**Purchase Order Versions**

Enter Y or N to indicate whether multiple versions of a purchase order are to be maintained.
Global Orders Required
Enter Y or N to indicate whether global purchase ordering is required. This field is configured at installation time to default to N.

Cons. PO by Delivery Location
(Consolidated Purchase Order by Delivery Location)
Enter Y or N to indicate whether purchase orders are to be consolidated by delivery location.

Global PO Prefix/Last Number
(Global Purchase Order/Prefix/Last Number)
Enter the purchase order prefix. Use the single character field if the prefix is a single character, otherwise use the double character field. Access to these fields is allowed only if Global Ordering is enabled.

Next Global Print Number
Enter the next print job number to be used to print global purchase orders.
Access is only available when Global Purchasing is enabled.

Inventory Controller Security
Enter Y or N to switch inventory controller security on or off. When set to Y, any updates to the inventory record (MSF170) are subject to inventory controller security checking.
If enabled, maintaining stock code district information will be restricted to an inventory controller or member of an inventory controller team nominated on the district inventory record, or a user with sufficient privileges to override this condition. If neither is nominated on the record, no additional security will apply.

Allow Issue in Excess of Holdings
Indicates whether the user will be permitted to complete an issue transaction if the quantity issued is greater than the system stock on hand balance.

Valid values are:
- N - negative stock disallowed (default)
- Y - negative stock allowed. The system will give a warning, but allow the user to continue with the issue, and automatically raise a discrepancy.

Equip Loc Invent Track Integration Flag
(Equipment Location and Inventory Tracking Integration Flag)
Indicates whether movements of equipment-tracked stock codes automatically update the equipment register location information.

Valid values are:
- N - not integrated (default)
- L - update equipment location
- D - update equipment location and district

Asset/Inventory Build in use
Indicates whether the Build Item Management (Asset Build) functionality is in use.

**Note:** This field is only available if the Military Module (3135) is installed.
BATCH LOT AND SHELF LIFE UPDATE DEFAULTS

This group of fields enable the user to define default values to be used when the batch lot or shelf management rules are modified for a stock item.

Default Batch Lot Identifier

Defines the default value to be used when a stock code's batch lot indicator is changed from N to Y.

Use Default Days Flag

Indicates whether the system should use a default value to calculate a default use by date or next inspection date when a stock code's shelf life is increased from zero. The default setting is No.

Default Use By Days

The period in days used to calculate a default use by date for a stock item when its shelf life is increased from zero. This value is ignored until the Use Default Days Flag is set to Yes.

Default Next Inspection Days

The period in days used to calculate a default next inspection date for a stock item when its shelf life is increased from zero. This value is ignored until the Use Default Days Flag is set to Yes.

INTER-DISTRICT TRANSFERS

Information can be created or modified only if the Inter-District Transfer Allowed field is set to Y.

Inter-District Transfer Allowed

Enter Y or N to indicate whether inter-district transfers of stock items are allowed.

Default Xfer Category

(Transfer Category)

Enter the default category code to be used for system-generated district transfers. This field only displays if the Warehouse Management module is installed. Entry is validated against the Table File IG-Inventory Category.

Excess Item Price

Enter a currency value indicating the minimum unit price of an item that can be transferred (if excess stock).

Item Price

Enter a currency value indicating the unit price of an item determining eligibility for transfer regardless of stock level.

Excess Item Value

Enter a currency value indicating the minimum total value of recommended transfer items that can be transferred (if excess stock).

Zero EOQ Item Price

(Zero Economic Order Quantity Item Price)

Enter the minimum unit price of an item that is not being recorded in the district from which it is being transferred. This applies to stock items where the Economic Order Quantity (EOQ) is set to zero.
Last Transfer Number

Enter the prefix and number for the last transfer. The prefix is mandatory and can be alphanumeric. For sites where large volumes of transfer orders are generated (over 100,000 per prefix), a two-character prefix is available. Ellipse EAM then allocates a four-digit transfer number. Each digit is allocated in the range A-Z, 0-9.

Last Transfer Req Number

(Last Transfer Requisition Number)

Enter the transfer prefix and number for the last transfer issue requisition raised from the requesting district to the transfer/supplier district.

Update Issue Stats for Transfer

(Update Issue Statistics for Transfer)

Enter Y or N to specify whether the usage statistics should be updated for district transfers. This field is not applied to inter-district requisitions.

Sales Tax on Transfers

Enter Y or N to specify whether sales tax is to be applied to the district transfers. Y overrides the District Control setting.

Transport Consolidation tab

Information can only be created or modified if the Transport Consolidation module is installed.

Last Waybill Number

Enter the last waybill number assigned by Ellipse EAM. The last waybill number is incremented automatically when Ellipse EAM generates the next number.

Last Manifest Number

Enter the last manifest number assigned by Ellipse EAM. The last manifest number is incremented automatically when Ellipse EAM generates the next number.

Disposals tab

Information can only be created or modified if the Disposals module is installed.

Last Disposal Number

Enter the last disposal number assigned by Ellipse EAM. The last disposal number is incremented automatically when Ellipse EAM generates the next number.

Last Survey Number

Enter the last survey number assigned by Ellipse EAM. The last survey number is incremented automatically when Ellipse EAM generates the next number.

Repairable Item Management tab

Information can only be created or modified if the Repairable Item Management module is installed.

Last Repair Req Number

(Last Repair Requisition Number)

Enter the last repair request number assigned by Ellipse EAM. The last repair requisition number is incremented automatically when Ellipse EAM generates the next number.
Repair Purchase Order must be Global
Indicates if repair purchase orders must be global. Valid values are Y or N.

**Note:** This field is only available when the Repairable Item Management (3190) module is installed and Global Orders are allowed.

Foreign Military Sales tab
Information can only be created or modified if the Foreign Military Sales module is installed.

**Case Req %**
Enter a percentage indicating the amount of the case value that can be requisitioned against.

**Price Tolerance %**
(Price Tolerance Percentage)
Enter a percentage indicating the price tolerance for Foreign Military Sales purchase orders.

**Hastening Days 1**
Enter the number of days that a hastening message should be sent after a purchase order is due.

**Hastening Days 2**
Enter the number of days that a second hastener message should be sent after a hastening message has been sent.

**Follow-up Days**
Enter the number of days after the last action against an FMS requisition that a follow-up message should be sent.

**FMS Currency**
(Foreign Military Sales Currency)
Enter the currency to be used as foreign currency in all FMS transactions.

**Last Indent Number**
Enter the last indent number assigned by Ellipse EAM. The last indent number is incremented automatically when Ellipse EAM generates the next number.

**Last Billing Run Number**
Enter the last billing run assigned by Ellipse EAM. The last billing run number is incremented automatically when Ellipse EAM generates the next number.

Reference Codes tab

**Last Standard Text Number**
Enter the last standard text number allocated by Ellipse EAM to a reference code. If a figure already appears here, do not modify it. Doing so will cause reference code information to become corrupted.

Global Purchasing Agreements tab

**Last GPA Prefix**
The last GPA prefix to be used when creating a new GPA.

This field is mandatory when the Global Purchasing Agreements (3255) module is installed.
**Last GPA Number**

The last GPA number to be used when creating a new GPA.

This field is mandatory when the Global Purchasing Agreements module is enabled.

**Allows Effective GPA**

Select Y to enable editing of GPA fields for global purchasing agreements with a status of 'Effective'. The Supplier Number and Location Hierarchy fields will remain protected.

**GPA Group Code**

Select Y to validate GPA Group Codes against the GPAG - Global Purchasing Agreement Group Code Table File. Select N to allow unvalidated free-text entry for GPA Group Codes.
MSM001F - Modify Systems Control File (Cont.)

Use this screen to modify Systems Control file settings for the Materials stream.

This screen is subject to split security - refer to MSO Security Specifics for more information.

**Last Supply Customer Transfer Number**

Enter the last supply customer transfer prefix and number. The prefix can be alphanumeric. This field is mandatory.

The creation or modification of this field is not restricted by the installed modules.

**SCA Security**

Enter Y or N if supply customer account (SCA) security is used at the global level.

**Last Individual Entitlement Number**

This field can only be created or modified if the Entitlements module is installed.

Enter the last individual entitlement number allocated by Ellipse EAM.

**SCA/Employee Flag**

Valid values are:
- S - Supply Customer
- E - Employee
- B - Both

When creating requisitions, the **Requested By** or SCA field will be validated for the appropriate entry.

**SCA Default FAR District**

The default Fixed Asset Register (FAR) district for stock held at supply customers.

The SCA default district will only apply when no FAR district has been nominated against a SCA. Once a default SCA FAR district has been nominated, this district can only be changed if no asset exists against the SCA FAR district.

**TRANSFER RULES**

**From/To**

Enter Y in the relevant fields to indicate that a transfer of stock can occur between supply customer account types. Enter N to indicate that transfers are not permitted. If left blank, it defaults to N (No).

<table>
<thead>
<tr>
<th>From/To</th>
<th>Bus Unit</th>
<th>A/R Cust</th>
<th>Employee</th>
<th>Non Empl</th>
<th>Supplier</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Y</td>
<td></td>
<td>Y</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>A/R Customer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>
In the above example, stock is allowed to transfer from a business unit to another business unit; a business unit to an employee; but from a business unit to a supplier, stock transfer is not allowed.

### ADV FUNDS CHECKING

#### FADs

(Funds Authorisation Documents)

Enter Y to use a Funds Authorisation Document (FAD) as the method of advanced funds sufficiency checking. This method represents an authorisation by an external party.

Enter N if the number of status levels of authorised funds (NO) method is to be used. Advanced funds sufficiency checking occurs using the entity on the expense object to determine available funds. This is know as the direct method.

#### NO

(Number of Status Levels of Authorised Funds)

Enter the number of status levels of authorised funds required (up to nine can be entered).

#### SL Description

(Status Levels Description)

Enter the description of each status level. This is the name that will be displayed on all reporting and review screens for the status levels. The number of status levels depend on the number entered in **NO** field.

<table>
<thead>
<tr>
<th>Non Employee</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MSM001G - Modify Systems Control File (Cont)

Use this screen to modify Systems Control File settings for the Material Demand Management module, Geospatial Works Management module and for customer works management. This screen is subject to split security - refer to MSO Security Specifics for more information.

MATERIAL DEMAND MANAGEMENT

Last MDM Run Number
(Last Material Demand Management Run Number)
The last Material Demand Management run number assigned by Ellipse EAM.

CUSTOMER WORKS MANAGEMENT

WORK REQUESTS

Last Contact Number
This field is only used if the Work Requests module is installed.
Enter the last contact number allocated by Ellipse EAM. If a contact number is not specified during the creation of a contact, this number is incremented by 1 and allocated to the next contact. A check is made to ensure that the derived number has not already been allocated.
This entry must be numeric.

Last Work Request Number
This field is only used if the Work Requests module is installed.
Enter the last work request number allocated by Ellipse EAM. If a work request number is not specified during the creation of a work request, this number is incremented by 1 and allocated to the next work request. A check is made to ensure that the derived number has not already been allocated.
This entry must be numeric.

Last Requestor Number
This field is only used if the Work Requests module is installed.
Enter the last requestor number allocated by Ellipse EAM. If a requestor number is not specified during the creation of a requestor, this number is incremented by 1 and allocated to the next requestor. A check is made to ensure that the derived number has not already been allocated.
This entry must be numeric.

COMPATIBLE UNITS

Last Compatible Unit Number
This field is only used if the Compatible Units module is installed.
Enter the last compatible unit number allocated by Ellipse EAM. If a compatible unit number is not specified during the creation of a compatible unit, this number is incremented by 1 and allocated to the next compatible unit. A check is made to ensure that the derived number has not already been allocated.
This entry must be numeric.
JOB ESTIMATES

Last Job Estimate Number
This field is only used if the Job Estimates module is installed.
Enter the last job estimate number allocated by Ellipse EAM. If a job estimate number is not specified during the creation of a job estimate unit, this number is incremented by 1 and allocated to the next job estimate. A check is made to ensure that the derived number has not already been allocated.
This entry must be numeric.

Last Project Management Export Number
This field is only used if the Job Estimates module is installed.
The last project management export number. You can enter this number or allow the number to be allocated by Ellipse EAM.
This number is used when you create an export to an external Project Management system from within either the Estimate Scheduling application or MSE661 - Project Management Export.

GIS

GIS to launch
(Geographic Information System to Launch)
This field is only used if the Geospatial Gateway module (8095) is installed.
The GIS to launch field holds the code of the GIS installed, that is used to determine which GIS to execute.

DEPLOYABLES

Deployed System Ind
(Deployed System Indicator)
This field displays if the Deployables module is installed.
This field can be modified, if blank. This field is protected and cannot be modified if a value displays in the System Id field.
This indicator is set to N - District not Deployed if the System Id field is entered on setup and all the current districts are set to the System ID value entered (Tier 1).
Valid values are:
- Y - District deployed
- S - Commissioning started
- C - Commissioning copy completed
- T - District available to test
- N - District not deployed

System Id
This field displays if the Deployables module is installed.
This field can be modified, if blank. When the system ID is entered on setup all the current districts are set to the System ID entered (Tier 1) with the Deployed System Indicator set to N.
This field is protected if displaying a value and cannot be modified.
MSM00AA - Modify Modules Installed

Use this screen to update the information held on the Table File MD - Modules Installed. All available Ellipse EAM modules are defined in the MD Table File. If you have the relevant permissions, you can define the modules that are installed for their organisation.

**MODULE**

The numerical identifier for each Ellipse EAM module. The modules are listed in numerical order. A module is a group of programs with related functionality.

**DESCRIPTION**

The title of the Ellipse EAM module.

**INSTALLED**

If the module is installed, **Y** displays. If the module is not installed, **N** displays. During the startup process, you must identify the modules that are active by entering **Y**.
## MSM014A - Maintain Supply Customer Menu

Use this screen to create, modify, delete, close, suspend, or re-open supply customers.

### Option

This field is mandatory.

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Supply Customer</td>
<td>Use this option to create a new supply customer account.</td>
</tr>
<tr>
<td>Modify Supply Customer</td>
<td>Use this option to modify an existing supply customer account.</td>
</tr>
<tr>
<td>Delete Supply Customer</td>
<td>Use this option to delete an existing supply customer account.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only supply customer accounts with a Closed status are deleted.</td>
</tr>
<tr>
<td>Suspend Supply Customer</td>
<td>Use this option to suspend an existing supply customer account.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only supply customer accounts with an Open status are suspended.</td>
</tr>
<tr>
<td>Close Supply Customer</td>
<td>Use this option to close an existing supply customer account.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only supply customer accounts with no outstanding transactions, stock holdings, child accounts, or associated entitlement IDs are closed.</td>
</tr>
<tr>
<td>Re-Open Supply Customer</td>
<td>Use this option to re-open an existing supply customer account.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only supply customer accounts with a Closed or Suspended status are re-opened.</td>
</tr>
</tbody>
</table>

### Supply Customer

Enter a new supply customer identifier for the Create Supply Customer option or enter an existing supply customer identifier for all other options.

This field is mandatory.
MSM014B - Supply Customer

Use this screen to create, modify, delete, suspend, close, and re-open supply customers.

One of the following literals displays in the screen title, depending on the option selected on the MSM014A - Maintain Supply Customer Menu screen:

- Create
- Modify
- Delete
- Suspend
- Close
- Re-open

Supply Customer ID

The supply customer ID entered on the MSM014A screen defaults and cannot be overwritten. You can update the description of the supply customer in the adjacent field.

After the successful creation of a supply customer account, this screen re-displays with all fields blank but protected, except for the Supply Customer ID field. To create another supply customer account, enter a new supply customer ID.

This field is mandatory.

Tabs

- General
- Requisitioning

General tab

Account Type

Enter an account type to classify the type of supply customer account.

Entry is validated against the Table File SCAC - Supply Customer Account Type. This client-defined table file contains the codes for the different account types for a supply customer (for example, Unit, Department, and so on).

This field is mandatory.

Owner Type

Enter a code to classify the owner type of this supply customer.

Entry is validated against the Table File SCOT - Supply Customer Owner Type.

If the owner is a supplier type, then the Supplier Information module must be installed. If the owner is a customer type then the Customer Information module must be installed.

The associated values of the owner type indicate how the owner ID is validated. Refer to the Owner Id field for the validation rules.

Owner Id

Enter the identification code of the owner of the supply customer. The owner ID for the supply customer is validated according to the Entity Type on the SCOT Owner Type field. An owner can be either an employee, non-employee, business unit (validated against the Table File SCBU - Supply Customer Business Units), customer, or supplier.

Depending on the Entity Type, supply account owners are validated as one of the following:

- B - Business Unit (the owner must be a business unit, recorded in the SCBU table)
• C - Customer (from the Ellipse EAM customer file - MSF500)
• E - Employee (must be in the employee file - MSF810)
• N - Non-Employee (from the non-employee file - MSF811)
• O - Other
• S - Supplier (from MSF200)

**Hint:** Although the SCOT Table File can contain many codes for the owner types due to the associated values, there are really only six owner types.

**Position ID**

Enter the position to be used to determine the authorities and value limits for the supply customer when requisitioning.

This field is mandatory when the Position Management module is installed.

**Location**

The location of the supply customer.

This field is optional. If entered, it is validated against the Location application MSO012.

**Entitle Parent SCA**

The parent supply customer account from the entitlement family.

The Entitlement Parent SCA literal only displays if the Entitlements module is installed.

**Report Parent SCA**

An existing supply customer to be used as the reporting parent when reporting aggregated stock holdings.

**Notification Team**

The ID of the team to which notifications for the supply customer will be sent.

This field is validated against the Teams application MSETMS.

**Status**

The status of the supply customer. The status values are:

<table>
<thead>
<tr>
<th>S</th>
<th>Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Open</td>
</tr>
<tr>
<td>C</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Supply customers with an **Open** status can be suspended or closed.

Supply customers with a **Suspended** status can be re-opened or closed, but not when creating invoiced transactions. For example, requisitions.

Supply customers with a **Closed** status can be deleted or re-opened, but cannot be used when creating requisitions.

Only supply customers with no outstanding transactions, stock holdings, child accounts, or associated entitlement IDs can be closed.

**Unmanned Flag**

Indicates whether the supply customer has on-site staff. Y indicates an unmanned SCA (no on-site staff), N indicates a manned SCA (staff on-site). The default setting is No (manned).
This indicator affects the automation of tasks. For example, you cannot have a receipt task for an unmanned SCA when there is no one physically present to receive the items. In this case, goods that would normally be issued to ‘in-transit’ are automatically regarded as received.

**Defer Issue Cost Until Receipt Override**

Determined whether the cost of goods issued to the supply customer are accrued to the SCA at the time of issue from the warehouse or upon receipt at the supply customer.

This flag will override the district control setting for this SCA’s supporting district.

- **Y** defers the issue costs until receipt has taken place
- **N** or blank indicates that the issues costs are not to be deferred.

This field cannot be set to **Y** if pre-posting of issues is turned on (Option A or Y).

**Note:** Costs are NOT deferred if the supply customer is designated as unmanned.

**In-transit Visibility of Issues Override**

Determined if issues of items to the supply customer are to be recorded as in-transit and a receipt task created.

This flag will override the In-transit Visibility setting set on the District Control File for the SCA’s supporting district.

The following values are valid:

- **Y** - create an in-transit holding
- **N** - do not create an in-transit holding

**Notes:**

- This field must be set to **Y** if the Defer Issue Cost Until Receipt field is set to **Y**.
- This field must be set to **N** if the Supply Customer is unmanned.
- If the goods are issued to a waybill they are treated as in-transit regardless of the setting.
- The in-transit visibility can be changed at any time. If any materials are in-transit, however, the supply customer must complete the receipt.

**Pack Area in Use Flag**

Indicates whether the supply customer packing area facility is being used by the supply customer.

The default setting is **No**. Determines whether the supply customer can issue goods to packing.

**Quality Inspection Capable**

Determines whether an off-site type supply customer is required to perform quality inspection activities prior to receiving the goods into a waybill. Entry is validated against the Table File SCOT - Supply Customer Owner Type.

The default setting is **No**.

**Owning System ID**

The Tier 1 system ID. If the Deployables module is enabled, an SCA can only be created on the Tier 1 system.

This field can be modified at the time of creation only. You cannot modify the current system ID associated with a supply customer account. If the SCA is relocated to a Tier 2 system, it will be updated automatically.

This field is only available if the Deployables module is enabled.
**Supporting District**

The supporting district for the supply customer account. If the **Deployables** module is turned on the system validates the district to ensure it is part of the **Deployables** system where the supply customer account is located.

This field is mandatory.

**FAR District**

The fixed asset register that the SCA will be reported under. If no FAR district is specified, the SCA will be reported under the default SCA fixed asset register.

This field cannot be amended if inventory items flagged as assets have been issued to the SCA.

**Note:** This field is only available if Catalogue and FAR Integration is enabled.

**Priority Match Value**

Determines the priority code the supply customer is permitted to use. Entry is validated against the Table File **PMV - Priority Match Value**. This field is optional.

When a supply customer creates a requisition that requires entry of a priority code, the system compares the priority match value of the selected priority code with the priority match value of the supply customer. If a match is achieved, the requisition can proceed.

This field is only available when the Military module (3135) is installed.

**MODIFICATION DETAILS**

**User**

The ID of the employee who last modified this supply customer record.

**Date**

The date on which this supply customer record was last modified.

**Time**

The time at which this supply customer record was last modified.

**Requisitioning tab**

**Allow Requisitions**

Enter **Y** if you want the supply customer to be used to create issue requisitions or purchase requisitions.

This field is optional. This field defaults to **N**.

**Restrict To**

Up to 10 employee or position IDs where requisitioning is limited for this supply customer. This field is only available if the **Allow Requisitions** field is set to **Y**.

If positions are entered, all active employees associated with the position are allowed to requisition good/services for that supply customer account.

Refer to **Maintaining Supply Customer Business Rules** for more information.

**Name**

The name of the employee or position. This defaults from the employee ID/position entered in the **Restrict To** field.
**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Reference Codes</td>
<td>Update reference codes (MSM071B).</td>
</tr>
<tr>
<td>Maintain Entitlement</td>
<td>Maintain Entitlement Family</td>
</tr>
<tr>
<td>Family</td>
<td></td>
</tr>
</tbody>
</table>
MSM01BA - Review Supply Customers

Use this screen to select the method for reviewing supply customer details.

Access to the supply customer details is provided by the following options:

- Supply customer - The MSM01BC - Supply Customer Review screen displays the full details for a supply customer account.
- Reference Codes - The MSM073A - Search Parameters for Supply Customer screen displays, which will be used to search using the reference code. The MSM073B - Reference Code Search for Supply Customer screen will then be displayed and displays all the supply customers containing the specific reference code value.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Review Supply Customer</th>
<th>Use this option to select the required supply customer by supply customer ID and review the details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select By Reference Code</td>
<td>Use this option to select the required supply customer by Reference Codes. When selecting this option, only the option number needs to be specified.</td>
</tr>
</tbody>
</table>

**Supply Customer**

Enter the supply customer identifier to be reviewed.

This field is optional but if left blank, it displays the first supply customer found. If an invalid supply customer is entered, the next available supply customer displays.
MSM01BC - Review Supply Customer

Use this screen to review the supply customer account details.

Review access is available only if your security match value is greater than zero. If your security match value is equal to 1, you are restricted to reviewing only those supply customers to which you have requisitioning access.

Supply Customer ID

This field displays the ID and the description of the supply customer.

Tabs

- General
- Requisitioning

General tab

Packing Area

Indicates whether the supply customer packing area facility is being used by the supply customer.

The default setting is No. Determines whether the supply customer can issue goods to packing.

Unmanned

Indicates whether the supply customer has on-site staff. Y indicates an unmanned SCA (no on-site staff), N indicates a manned SCA (staff on-site). The default setting is No (manned).

This indicator affects the automation of tasks. For example, you cannot have a receipt task for an unmanned SCA when there is no one physically present to receive the items. In this case, goods that would normally be issued to ‘in-transit’ are automatically regarded as received.

Quality Inspection Capable

Determines whether an off-site type supply customer is required to perform quality inspection activities prior to receiving the goods into a waybill. Entry is validated against the Table File SCOT - Supply Customer Owner Type.

The default setting is No.

Account Type

This field displays the account type of the supply customer account. This field is populated from the SCAC Table File.

Defer Issue Cost Until Receipt Override

Determines whether the cost of goods issued to the supply customer are accrued to the SCA at the time of issue from the warehouse or upon receipt at the supply customer.

This flag will override the district control setting for this SCA’s supporting district.

- Y defers the issue costs until receipt has taken place
- N or blank indicates that the issues costs are not to be deferred.

This field cannot be set to Y if pre-posting of issues is turned on (Option A or Y).

Note: Costs are NOT deferred if the supply customer is designated as unmanned.

Owner Type

The owner type of the supply customer. This field is populated from the SCOT Table File.
In-transit Visibility of Issues Override

Determines if issues of items to the supply customer are to be recorded as in-transit and a receipt task created.

This flag will override the In-transit Visibility setting set on the District Control File for the SCA’s supporting district.

The following values are valid:

- Y - create an in-transit holding
- N - do not create an in-transit holding

Notes:
- This field must be set to Y if the Defer Issue Cost Until Receipt field is set to Y.
- This field must be set to N if the Supply Customer is unmanned.
- If the goods are issued to a waybill they are treated as in-transit regardless of the setting.
- The in-transit visibility can be changed at any time. If any materials are in-transit, however, the supply customer must complete the receipt.

Owner Id

The identification code of the owner of the supply customer.

Position ID

This field displays as additional information for the selected supply customer if the Position Management module is installed.

The position ID field is used to determine the authorities for a supply customer.

Location

The location of the supply customer.

This is validated against the Location application MS0012.

Entitlement ID

This field displays as additional information for the selected supply customer only if the Entitlements module is installed.

This field displays the entitlement ID against which entitlement checking occurs.

Entitlement Group

The entitlement level group (two digit code) relating to the entitlement levels used within the entitlement document.

Entry is validated against the Table File ENTG.

Entitlement Level

An entitlement level must be associated to an entitlement level group. An entitlement level has multiple entitlement levels for an entitlement item.

This is an indicator that distinguishes the difference between entitlement quantity/value for the same stock code, stock item group or entitlement item group. Up to five entitlement levels are maintained.

Entitlement Parent SCA

This field displays as additional information for the selected supply customer if the Entitlements module is installed.

This field displays the supply customer to be used as the parent for entitlement checking.
Report Parent Id
The supply customer who is to be used as the reporting parent when reporting aggregated stock holdings.

Notification Team
The ID of the team to which notifications will be sent.
This field is validated against the Teams application MSETMS.

Status
The available status values of the supply customer are:

<table>
<thead>
<tr>
<th>S</th>
<th>Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Open</td>
</tr>
<tr>
<td>C</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Owning System ID
The Tier 1 system ID. If the Deployables module is enabled, an SCA can only be created on the Tier 1 system.
This field can be modified at the time of creation only. You cannot modify the current system ID associated with a supply customer account. If the SCA is relocated to a Tier 2 system, it will be updated automatically.
This field is only available if the Deployables module is enabled.

Owning System ID
The Tier 1 system ID. If the Deployables module is enabled, an SCA can only be created on the Tier 1 system.
This field can be modified at the time of creation only. You cannot modify the current system ID associated with a supply customer account. If the SCA is relocated to a Tier 2 system, it will be updated automatically.
This field is only available if the Deployables module is enabled.

Supporting District
The supporting district for the supply customer account. If the Deployables module is turned on the system validates the district to ensure it is part of the Deployables system where the supply customer account is located.

Priority Match Value
Determines the priority code the supply customer is permitted to use. Entry is validated against the Table File PMV - Priority Match Value. This field is optional.
When a supply customer creates a requisition that requires entry of a priority code, the system compares the priority match value of the selected priority code with the priority match value of the supply customer. If a match is achieved, the requisition can proceed.
This field is only available when the Military module (3135) is installed.

FAR District
The fixed asset register that the SCA will be reported under. If no FAR district is specified, the SCA will be reported under the default SCA fixed asset register.
**Inventory Tracking - 3120**

**Modification Details**

**User**
The ID of the employee who last modified this supply customer record.

**Date**
The date on which this supply customer record was last modified.

**Time**
The time at which this supply customer record was last modified.

**Creation Details**

**User**
The ID of the employee who created this supply customer record.

**Date**
The date on which this supply customer record was created.

**Requisitioning Tab**

**Allow Requisitions**
This field indicates if the supply customer is to be used to create issue requisitions or purchase requisitions.

**Restrict To**
Up to 10 employee or position IDs where requisitioning is limited for this supply customer. This field is only available if the Allow Requisitions field is set to Y.

If positions are entered, all active employees associated with the position are allowed to requisition good/services for that supply customer account.

Refer to *Maintaining Supply Customer Business Rules* for more information.

**Name**
The name of the employee or position. This defaults from the employee ID/position entered in the Restrict To field.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Reference Codes</td>
<td>Review reference codes (<em>MSM072B</em>). This action code reviews the reference code data held against the supply customer.</td>
</tr>
<tr>
<td>Review Entitlements</td>
<td>Review Entitlements (<em>MSM376A</em>). This action code displays only if the entitlements are attached.</td>
</tr>
<tr>
<td>Stock Code Holdings</td>
<td>Stock Code Holdings</td>
</tr>
<tr>
<td>Review Reporting Children</td>
<td>Review Reporting Children</td>
</tr>
<tr>
<td>Review Entitlement Family</td>
<td>Review Entitlement Family</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Review Receiving Supply Customer</td>
<td>Review Receiving Supply Customer (MSO12K)</td>
</tr>
<tr>
<td>Select</td>
<td>Select</td>
</tr>
</tbody>
</table>
MSM072B - Review Reference Codes For (Entity Name)

Use this screen to review data held in reference codes for an entity (either Mincom-defined or Client-defined).

Only reference codes with data recorded against them will display. The entity name displays in the header line.

The entity key (consisting of up to six parts) displays in the top half of the screen. This detail comprises the key literals, the key values and the value descriptions (if applicable) based on Table File RCEN - Reference Code and Table File RCEL - Reference Code Literals for Client-defined entities.

The screen can be restarted at a nominated reference code or by specifying a short name.

The scrolling part of the screen displays the reference code numbers, the appropriate screen literals and the reference code data for the particular entity being reviewed.

Restart Reference No
Enter the reference code number to restart the display at that reference code.
This field is optional.

or Short Name
Enter the short name for a reference code number to restart the display at that reference code.
Partial short names can be entered (ending with an *). The MSM074A - Review Reference Code Parameters screen displays.
This field is optional.

Ref No
The reference number associated with the supply customer.

Reference Code
The user-defined reference code associated with the reference number.

Reference Code Value
The numeric value associated with the reference number and reference code.

Txt
(Text)
This is a protected field and an entry of Y indicates standard text has been loaded against the Reference Code entry.

Act
(Action Code)
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Review a Reference Code</th>
<th>Review a Reference Code. The review action is available only where the special edit function is associated to a Mincom-defined entity as defined on the SE - Special Edit and RCEN - Reference Code Table Files.</th>
</tr>
</thead>
</table>

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| **Review the Extended Text** | Review the Extended Text for a reference code. The text action is available only where standard text already exists for the reference code. |
MSM073A - Search Parameters for (Entity Type)

Use this screen to specify the search criteria for a reference code search.

The screen title heading displays according to where you access the screen. For example, if this screen is called from the Catalogue Review Menu screen, the heading displayed is Search Parameters For Catalogues.

Only reference codes defined as alternate accesses display. Repeating items are only listed once.

The screen can be restarted at a nominated reference code or by specifying a short name. If you enter a partial short name (ending with an *), the MSM074A - Review Reference Code Parameters screen displays. Select an appropriate reference code for subsequent return to this screen.

This screen displays the reference code numbers and appropriate screen literals for the particular entity being searched. You can enter data to search for an applicable reference code.

Restart Reference No.

( Restart Reference Code Number)

Enter the reference code number to restart the display at that reference code.

This field is optional.

or Short Name

Enter the short name of the reference code to restart the display. You cannot complete this field if you complete the Restart Reference No field.

The short name can be partial (ending with *).

This field is optional.

No.

(Reference Code Numbers)

This field displays the reference code numbers returned by the search.

Field Name

This field displays the reference code name attached to the reference code number.

Search Value

Enter the search value of the reference code. Entry is validated as per the entry/edit rules specified for the reference code based on field type, special edit, table test and numeric validation. The search value must also be on the reference code details file (MSF071).

Only one reference code value can be entered.

For example, if the field name is Single District Use Only and the search value is Y or N, entering Y causes Ellipse EAM to search for all entity values whose Single District Use Only reference code is set to Y.
MSM073B - Reference Code Search For (Entity Name)

This screen displays all matching entity values found for a reference code search parameter. The title that displays for this screen depends on the search parameters that you entered. For example, if searching for Work Groups, the title for this screen would be Reference Code Search for Work Groups.

For Mincom-defined entities, this is according to the associated values on the Table File RCEN - Reference Code Entity.

The number and screen literal of the Selected Search reference code display. A new search value can be entered to restart the search.

A heading of key values is displayed. For Mincom-defined entities, this entry is according to the associated values on the Table File RCEL - Reference Code Literal.

The screen displays key values and descriptions on the screen for all entity values matching the search value previously selected.

Ref No.
The number associated with the search parameters selected in MSM073A.

Ref Code
(Reference Code)
Enter the search value of the reference code. This must be a valid value on the Reference Code Details file (MSF071).

Dist Seg Cost Centre
(District Segment Cost Centre)
A list of the supply customers associated with the selected reference number.

Description
The description for the supply customer.

Actions
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Review</th>
<th>The review action for client-defined entities displays to the MSM072B - Review Reference Codes screen. For Mincom-defined entities, the review action displays the appropriate Ellipse EAM review screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>To select this item for subsequent return to the calling screen.</td>
</tr>
</tbody>
</table>
MSM12BA - Maintain Serial Ref No Classification Info.

Use this screen to enter serial reference number classification information. Classification information is used to capture details of an item that is tracked by serial number. Up to ten classifications can be used and these are defined by the user.

**Serial Reference No**

Enter the serial reference number against which classification details are being entered.

**Stock Code**

The stock code associated with the serial reference. If the stock code is unknown, click **Stock Code** to search MSE171 - Search Inventory Management Review.

**Serial Number**

Enter the serial number of the stock item.

**SERIAL NUMBER CLASSIFICATIONS**

These fields contain classification information for the serial number. There can be up to ten serial number classifications depending on the information being kept.

**Ser # Class 1 - 10**

Enter serial number information as required. Entry is validated against the Table File N0 - N9.
MSM12CA - Review Serial Ref No Classification Information

Use this screen to display the serial number classification codes (up to ten, and User-defined), and their associated descriptions, applicable to an individual serial number tracked inventory item. The classification fields may have different names to those documented here depending upon the names applied to the codes at your site.

Serial Ref No
This field displays the serial reference number.

Stock Code
The stock code associated with the serial reference.

SERIAL NUMBER CLASSIFICATIONS
These fields contain classification information for the serial number. There can be up to ten serial number classifications depending on the information being kept.

Ser # Class 1 - 10
This field displays serial number classification information. Up to ten serial number classification fields may display.
MSM12DA - Unauthorised Loan Requisitions

Use this screen is to review unauthorised loan requisitions which have been assigned to a specific loan manager. On initial display, the **Loan Manager** and the **Warehouse** fields are entered. These are validated, and if any loans await authorisation by this manager, the details display in the remaining fields.

**Loan Manager**
Enter the position ID of the loans manager.

**Warehouse**
Enter the warehouse code of the warehouse in which the loans have been raised.

**Description**
The description of the unauthorised loan requisition.

**Requested By**
The employee code (or supply customer code) who requested the requisition.

**Date Required**
The date required from the requisition.

**Date Due Back**
The date on which the loan requisition items are due back to the warehouse.

**Duration of Loan (Days)**
The loan duration from the requisition.

**Quantity Required**
The quantity of loan requisition items required.

**Priority**
The priority attached to the loan requisition.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecast Loan Requisition</td>
<td>Forecast loan requisition (&lt;code&gt;MSM12DB&lt;/code&gt;).</td>
</tr>
<tr>
<td>Warehouse Requisition</td>
<td>Warehouse requisition header (&lt;code&gt;MSM14GA&lt;/code&gt;).</td>
</tr>
<tr>
<td>Warehouse Requisition Items</td>
<td>Warehouse requisition items review (&lt;code&gt;MSM14GB&lt;/code&gt;).</td>
</tr>
</tbody>
</table>
MSM12DB - Forecast Loan Requisition

Use this screen to schedule, authorise, or delete unauthorised loan requisitions. A “what-if” analysis is done, taking into account authorised loan requisitions and loan returns. The date required, loan duration and item quantity of the unauthorised loan requisition may be changed as a result of the what-if analysis.

If a potential stock shortage exists, due to loans already authorised but not yet returned, and which would impact, or overlap, with the loan currently being forecast, you are advised by a warning message.

**Note:** There is a system-generated field next to the action code field that displays an * if there is a conflict between loans already authorised and the one currently being forecast. It indicates that there will be insufficient stock to issue all the required items on the loan currently being forecast.

---

**Loan Manager**
The employee ID of the loan manager.

**Warehouse**
The warehouse from which the loan requisition items are required.

**Loan Requisition**
The loan requisition and item number.

**Requested By**
The employee ID (or supply customer code) of the loan requisitioner.

**Stock Code**
The stock code of the item being requisitioned.

**Date Required**
This field initially displays the date on which the loan items are required, from the requisition. Loan managers may change this date, as a result of analysing the availability of items, future requirements, or other loans return dates. The date on which the loan is required can be changed.

**Duration**
This field initially displays the expected duration (in days) of the loan, from the requisition. Loan managers may change this duration, as a result of analysing the availability of items, future requirements, or other loans return dates. The duration of the loan requisition in days can be changed.

**Due Back**
This field displays the date on which the stock items are due back into the warehouse. Changes to the **Date Required** or **Duration** fields will amend the date on which the items are due back.

**Quantity Required**
This field initially displays the quantity of items required from the requisition. Loan managers may change this quantity, as a result of analysing the availability of items, future requirements or other loans return dates. The quantity of stock that is required can be changed.

**Requisition/Item**
The requisition or requisition item number.
Requested By
The employee ID (or supply customer code) of the loan requisitioner.

Priority
The priority attached to the loan requisition.

Date Required
The date on which the loan requisition items are required. Loan requisitions also have a Return requisition under them that shows the return date.

Duration
The duration of the loan requisition, in days. Return requisitions do not have a duration.

Due Back
The date on which the items are due back. Loan requisitions and the corresponding return requisition have the same due back date. This date may change if either the Date Required or Duration are changed.

Quantity Required
The quantity of loan requisition items required. Return requisitions show a negative quantity.

Avail SOH
(Available Stock On Hand)
The stock on hand quantity for the item. This quantity is a result of issuing the loan, how many will be left in the warehouse and how many there will be if the return is processed on time.

Type
The type of loan requisition for the particular requisition and item.

Act
(Action Code)
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Authorise Requisition</th>
<th>Authorise requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Requisition</td>
<td>Delete requisition</td>
</tr>
</tbody>
</table>
MSM12FA - Review Calculated Stock Holdings for Reporting Supply Customer

Use this screen to review calculated stock holdings for reporting a supply customer and for all supply customers immediately below it, in the Reporting Customer Account hierarchy.

The total stock holdings figures that display for the nominated supply customer are the aggregated stock holdings of the subordinate supply customers retrieved so far.

The aggregated totals displayed for the subordinate supply customers only include totals for supply customers up to six levels below the supply customer in the Reporting Customer Account hierarchy.

The aggregated totals are comprised of the following stock figures:

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stk Hold</td>
<td>Stock on hand</td>
</tr>
<tr>
<td>Due In</td>
<td>Requisitions due in + direct delivery orders due in + supply customer transfers due in</td>
</tr>
<tr>
<td>Due Out</td>
<td>Stock due out</td>
</tr>
<tr>
<td>In-Trans</td>
<td>Requisitions in transit + direct delivery orders in transit + supply customer transfers in transit</td>
</tr>
<tr>
<td>Loans Stk Hold</td>
<td>Loan stock on hand</td>
</tr>
<tr>
<td>Loans Due In</td>
<td>Loans due in + loans in transit</td>
</tr>
<tr>
<td>Loans Due Out</td>
<td>Loans due out</td>
</tr>
</tbody>
</table>

Stock Code

The next stock code for which the review of aggregated stock holdings is required. If the stock code is unknown, click Stock Code to search MSE171 - Search Inventory Management Review.

Supply Customer

Enter the supply customer from which to begin the hierarchical review of aggregated stock holdings for the nominated stock code. This field displays the supply customers that are subordinated to the supply customer you are reviewing.

Note: The supply customer field and the following fields relate to any subordinated supply customers.

Stock Holdings

The total quantity of stock on hand for the supply customer.

Due In

The quantity of stock currently on requisitions due in plus the direct delivery orders due in plus the supply customer transfers due in.
**Due Out**
The quantity of stock that is due to go out for that supply customer.

**In Transit**
The quantity of stock currently on requisitions in transit plus the direct delivery orders in transit plus the supply customer transfers in transit.

**Loan Stk Hold**
The total stock loans on hand for that supply customer.

**Loan Due In**
The total stock loans due in to the supply customer.

**Loan Due Out**
The total stock loans due out from the supply customer.

**RESULTS GRID**

**Supply Customer**
This field displays the ID and the description of the supply customer.

**Description**
This field displays the subordinate supply customer name and defaults from the nominated supply customer.

**Stock Holdings**
The quantity of loans stock on hand.

**Due In**
The quantity of stock on loans due in plus loans in transit.

**Due Out**
The quantity of stock on loans due out (due to be returned to the issuer).

**In-Transit**
This field displays the requisitions in transit to the subordinate supply customer, direct delivery orders in transit to the supply customer and supply customer transfers in transit.

**Stock Holdings**
The quantity of stock held by the subordinate supply customer.

**Due In**
The stock due in to the subordinate supply customer.

**Due Out**
The stock due out from the subordinate supply customer.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Review Supply Customer Details</th>
<th>Review Supply Customer Details (MSM01BC - Supply Customer Review)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review with this Supply Customer as Reporting Parent</td>
<td>Review with this Supply Customer as Reporting Parent</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>
MSM12GA - Supply SCA Request Menu

Use this screen to create, modify or delete a transfer request for a supply customer or an employee.

Option

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create SCA/Emp Transfer Request</td>
<td>Use this option to create a transfer request.</td>
</tr>
<tr>
<td>Modify SCA/Emp Transfer Request</td>
<td>Use this option to modify an existing transfer request. If a transfer request has been completed it can not be modified.</td>
</tr>
<tr>
<td>Delete SCA/Emp Transfer Request</td>
<td>Use this option to delete an existing transfer request. Return transfer requests for short term loans cannot be modified, they can only be deleted when they are complete.</td>
</tr>
</tbody>
</table>

Transfer Request Number

Enter a transfer request number. When creating a transfer this field can be left blank and Ellipse EAM will generate a number. If you are modifying or deleting a transfer request, a transfer number must be entered.

From SCA

Enter the supply customer code from which the item is being transferred. This field is mandatory when creating transfer requests and is not required when modifying or deleting.

To SCA

Enter the supply customer code to which the item is being transferred. This field is mandatory when creating transfer requests and is not required when modifying or deleting.
**MSM12GB - Maintain SCA Stock Transfer Request**

Use this screen to maintain SCA stock transfer information. This screen is accessed through the **MSM12GA - SCA Transfer Request Menu** screen.

This function cannot be used if either the transferring or receiving supply customer is flagged as **Unmanned**. Use **MSEHTS - Immediate Supply Customer Transfer** to perform an immediate transfer for an unmanned supply customer.

This screen cannot be used to maintain transfers associated with a repair order. Any changes to the transfer must be performed using the repair order.

**Transfer Request No.**

The transfer request number that was entered in the **MSM12GA - SCA/Emp Stock Transfer Request Menu** screen.

**Return Request No.**

The return request number that was entered in the **MSM12GA - Supply Customer Stock Transfer Request Menu** screen.

**From Supply Customer**

The supply customer account or employee from whom the goods are being transferred.

**To Supply Customer**

The supply customer account or employee to whom the goods are being transferred.

**Perm/Temp**

(Permanent/Temporary)

Enter **P** to indicate that transfer is permanent or **S** to indicate that the transfer is a short term loan.

**Date Required**

Enter the date on which the goods need to be transferred.

**Priority**

Indicates the priority for transferring the goods. Entry is validated against the Table File **PI - Priority Codes**.

If the Military module (3135) is installed and a **Priority Match Value** has been specified for the supply customer, the priority code will be validated to ensure it is authorised for use by this supply customer.

**Part Issue**

Enter **Y** to indicate that partial issues can be done. Enter **N** to indicate that partial issues can be done.

**Duration**

Enter the duration of the short term loan in days. Entry is only required if this is a short term loan.
**No of Items**
The number of items on the transfer.

**Completed Items**
The number of items on the transfer that have been completed.

**Item**
The item number allocated to each line of the transfer.

**Quantity Required**
Enter the quantity of stock to be transferred.

**Quantity Available**
The quantity of stock that is currently available for transfer.

**Stock Code**
The stock code of the item being transferred. If the stock code is unknown, select **Lookup** to search MSE171 - Search Inventory Management Review.

**Description**
The description of the stock item. If the stock code has extended description information, click **Full Description** to display.

**UOI**
(Unit Of Issue)
Enter the unit of issue for the item being transferred.

**Part Issue**
Enter **Y** if partial issues are acceptable and **N** if they are not. This field can be used to overwrite the Partial Issue field in the header of this screen.

**Quantity Issued**
The quantity that has previously been issued.

**Quantity Received**
The quantity that has been previously received.

**Status**
The status of the customer transfer. For example, **AUTH** for authorised.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

| Delete Stock Transfer Item | Delete stock transfer item. This can only be done if no stock has been issued. |
MSM12KA - Review Supply Customer Stock Transfer Requests

Use this screen to select supply customer stock transfer requests to be reviewed.

Enter the request number to review it directly. If the request number is unknown, you can search for it using criteria including the supply customer sending the items, the supply customer receiving the items or by stock code. In addition, filters allow you to limit the searches to a specific date, priority or status.

Option
Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Supply Customer Stock Transfer Request</td>
<td>Use this option to review a specific request.</td>
</tr>
<tr>
<td>Search for Supply Customer Stock Transfer Request</td>
<td>Use this option to search for a specific request.</td>
</tr>
</tbody>
</table>

Transfer Request Number
Enter the transfer request number to review. This field is mandatory if you have selected the option to review a specific request.

Sending Supply Customer
Enter the supply customer code or employee ID of the customer transferring the stock items.

Receiving Supply Customer
Enter the supply customer code or employee ID of the customer receiving the stock items.

Stock Code
The stock code of the item being transferred. If the stock code is unknown, select Lookup to search MSE171 - Search Inventory Management Review.

Filter by
The following fields can be used to filter the data requested.

Date Reqd
(Date Required)
The date on which the transfer is required.

Priority
The priority of the transfer.

Priority
Enter the status of the transfer.
The valid statuses are:

- Unauthorised
- Authorised
- Issued
- Received
- Complete
MSM12KB - Supply Customer Stock Transfer Request Summary

This screen displays a list of supply customer stock transfer requests that match the search criteria entered on the MSM12KA - Review Supply Customer Stock Transfer Requests screen. The item and action fields are available to select a transfer request for a more detailed review.

SEARCH BY

Search By Recv Supply Cust
(Search By Receiving Supply Customer)
This field displays the receiving supply customer used as a search parameter.

Send Supply Cust
(Sending Supply Customer)
This field displays the sending supply customer used as a search parameter.

Stock Code
The stock code used as a search parameter.

Item
The item number allocated to the transfer in this list.

Transfer Number
This field displays the transfer number.

Sending Supply Customer
The identifier of the supply customer who is transferring the goods.

Receiving Supply Customer
The identifier of the supply customer who is receiving the goods.

Type
This field displays the type of transfer. The types are:
- Permanent
- Short Term
- Loan Return

Required Date
The date on which the items are required.

Priority
The priority of the transfer.

Status
This field displays one of the following transfer status values:
- Unauthorised
- Authorised
- Issued
- Received
- Complete

**Item**

Enter the item number of the transfer to be reviewed in further detail.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

| Review Supply Customer Transfer Request Details | Review Supply Customer Transfer Request Details *MSM12KC*
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Item</td>
<td>Select Item</td>
</tr>
</tbody>
</table>
MSM12KC - Supply Customer Stock Transfer Request Detail Review

Use this screen to display supply customer stock transfer requests. This screen is accessed from the MSM12KA - Review Supply Customer Stock Transfer Requests screen, or using action R from the MSM12KB - Supply Customer Stock Transfer Request Summary screen.

**Transfer Request No.**
The number allocated to the transfer request.

**Return Request No.**
The number allocated to the return request. This field displays when reviewing details for a short term loan transfer request or a loan return request.

**From Supply Customer**
The code and description of the supply customer who is transferring the goods.

**To Supply Customer**
The code and description of the supply customer who is receiving the goods.

**Type**
This field displays the type of transfer. The types are:
- Permanent
- Short Term
- Loan Return

**Date Required**
The date on which the items are required.

**Priority**
The priority of the transfer.

**Duration**
The duration, in days, of the loan or short term transfer.

**Number of items**
The total number of items on the transfer.

**Completed Items**
The number of items on the transfer that have been completed.

**Item**
The item number allocated to the stock code on the transfer.

**Quantity Requested**
The quantity required as specified on the transfer.

**Quantity Available**
The quantity of this stock item currently available at the issuing supply customer.
**UOI**
(Unit Of Issue)
This field displays the unit of issue for the stock item.

**Part Issue**
(Partial Issue)
This field displays either Y for yes or N for no to indicate whether or not a partial issue of the item is acceptable.

**Stock Code**
The stock code of the item being transferred.

**Description**
The description of the stock item being transferred.

**Quantity Issued**
The quantity that were issued from the transfer.

**Quantity Received**
The quantity received from the transfer.

**Status**
This field displays one of the following transfer status values:

- Unauthorised
- Authorised
- Issued
- Received
- Complete

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Purchase Orders for this Stock Code</td>
<td>Review purchase orders for this stock code</td>
</tr>
<tr>
<td>Select</td>
<td>Select item</td>
</tr>
</tbody>
</table>
MSM14AA - Requisition Single Item Details

Use this screen to enter items to be included on a warehouse or a purchase requisition. You can enter a single item at a time. If the stock code of the item to be requisitioned is not known, then you can search for the item from this screen.

This screen displays if your security match value for program MSO14A (Single Item Entry) is greater than 1 and this is applicable for the following requisition types:

- Normal Requisitions - MSM140A - Warehouse Requisition - Normal Issue screen
- Credit/Returns - MSM14RA - Warehouse Requisition - Credit/Return screen
- Stores Sales - MSM14EA - Requisition Header - Stores Sale screen
- Recall Requisitions - MSM14MA - Requisition Header - Create Recall screen
- Rotation Requisitions - MSM14TA - Requisition Header - Rotation screen
- Purchase Requisitions - MSM14PA - Purchase Requisition - Header screen

If the Repairable Item Management module (RIM) is installed and a requisition is created for a repairable item, a repair request will be created if:

- the RIM Method on the district control file is set to initiate repair requests on creation and either:
  - the Repair Request flag on the district control file is set to N, in which case a repair request is initiated automatically;
  - or the Repair Request indicator on this screen is manually set to Y.

Warehouse Req.

(Warehouse Requisition)

The warehouse requisition number. This field displays only if a stocked item is being issued.

Item

The requisition item number.

Tran Type

(Transaction Type)

The transaction type that was entered in the requisition header screen.

Catalogued tab

Quantity Required

Enter the quantity of the item to be requisitioned. If items are being returned, prefix the quantity with a minus (-) sign.

Quantity Available

The quantity of stock that is available.

Unit of Measure

Enter the unit of measure for the item. This field must be completed when creating a requisition using a stock code, part number or when creating a purchase requisition.

Stock Code

A valid stock code. If unknown, a search facility is available by entering either a part number, colloquial, manufacturers mnemonic, group class or item name code.
Part Number
Enter a part number to search for the stock code, if the stock code is not known. A partial search can be done by entering an * at the end of the data entered.

Colloquial
Enter a colloquial name to search for the stock code, if the stock code is not known. A search using a partial colloquial name can be done by placing an * at the end of the partial name. Stock codes that match the colloquial entered will be listed for selection.

Man Mnemonic
(Manufacturer’s Mnemonic)
Enter a manufacturer's mnemonic to search for the stock code, if the stock code is not known. Stock codes that match the mnemonic entered will be listed for selection.

Prod Cat Id
(Product Category ID)
The product category ID associated with the stock code.

Item Name Code
Enter an item name code to search for a stock code, if the stock code is not known. Stock codes that match the item name code entered will be listed for selection.

Description
Enter up to four lines of descriptive text to provide details of the item required. This is only applicable for purchase requisition items. If more than four lines of description are required, use Action Code E to add extended description.

Actual Price
The actual price of goods when originally issued from the warehouse.

APL tab

Quantity Required
Enter the requisition quantity.

APL Type
(Application Parts List Type)
Enter either G - Equipment Group Identifier (EGI) or E - Equipment number in this field.
This field is only applicable when requisitioning an Application Parts List (APL). If the APL number is unknown, use the APL Search button on the toolbar.

Equip/Grp
(Equipment/Group)
Enter either an Equipment Group Identifier (EGI) or Equipment Number depending upon the selection in the APL: Type field. If the APL Type is G, this field must contain a valid EGI, and if Type is E, this field must have a valid equipment reference. Click here to see information on APLs.

Comp
(Component)
Enter the applicable component code for the application parts list (APL).
Mod
(Modifier)
Enter the applicable modifier for the application parts list (APL).

Seq
(Sequence)
Enter the applicable sequence number for the application parts list (APL).

Actions
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAD Detail</td>
<td>Maintain FAD Detail - Advanced Funds Sufficiency Checking Module</td>
</tr>
<tr>
<td>APL Header</td>
<td>Review APL header details (APL items only)</td>
</tr>
<tr>
<td>Costing</td>
<td>Modify cost allocations for this item</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete item previously created on this requisition</td>
</tr>
<tr>
<td>Extended Txt</td>
<td>Review/modify extended description</td>
</tr>
<tr>
<td>Header</td>
<td>Review/modify requisition header details</td>
</tr>
<tr>
<td>APL Items</td>
<td>Modify APL Items</td>
</tr>
<tr>
<td>PReq Item</td>
<td>Modify purchase requisition item details</td>
</tr>
<tr>
<td>Order</td>
<td>Order on demand-create R/O, modify P/R, create P/O</td>
</tr>
<tr>
<td>Select Qty</td>
<td>Select quantities from alternate warehouses</td>
</tr>
<tr>
<td>Substitution</td>
<td>Review Substitutions</td>
</tr>
</tbody>
</table>
MSM14BA - Requisition Item Details

Use this screen to enter items that are to be included on a warehouse or a purchase requisition.

You can enter two items at a time. If the stock code of the item to be requisitioned is not known, you can search for the item on this screen.

If the Repairable Item Management module (RIM) is installed and a requisition is created for a repairable item, a repair request will be created if:

- the RIM Method on the district control file is set to initiate repair requests on creation and either:
- the Repair Request flag on the district control file is set to N, in which case a repair request is initiated automatically;
- or the Repair Request indicator on this screen is manually set to Y.

Warehouse Req

(Warehouse Requisition)
The warehouse requisition number, if applicable.
This field displays only if a stocked item is being issued.

Purchase Req

(Purchase Requisition)
The purchase requisition number, if applicable

Tran Type

(Transaction Type)
The transaction type that was entered in the requisition header screen.

Item

The requisition item number.

Quantity

Enter the quantity of the item to be requisitioned. If items are being returned, then prefix the quantity with a minus (-) sign.

UOM

(Unit of Measure)
Enter the unit of measure for the item. This field is mandatory when creating a requisition using a stock code, part number or when creating a purchase requisition.

Type

Enter the type code to be used to select the item to be requisitioned. Valid codes are:

<table>
<thead>
<tr>
<th></th>
<th>Application Parts List (APL) number. Use this type only for normal issue, credit/ return, loan or stores/ sales requisition. The MSM14FA - APL Requisition Item Details screen displays.</th>
</tr>
</thead>
</table>
| **C** | Colloquial name search.  
This is the common or everyday name that the item is known by. A search using a partial colloquial name can be done by placing an * at the end of the partial name. |
|-------|---------------------------------------------------------------|
| **D** | Description (purchase requisition).  
This is used when creating a purchase requisition. Enter up to four lines of description text. |
| **G** | Group class search.  
Use the group class code to search for the stock code. |
| **I** | Item name search.  
Use the item name code to search for the stock code. |
| **M** | Manufacturer's mnemonic search.  
A partial search can be done by entering an * at the end of the data entered. |
| **P** | Part number.  
Enter the part number to search for the stock code. A partial search can be done by entering an * at the end of the data entered. |
| **S** | Stock code.  
Enter the stock code of the item being requisitioned. |

**Type Id/Description**

Entry in this field depends on the selection in the **Type** field. Valid entry options are:

| **A** | Application Parts List (APL).  
Enter the APL to be requisitioned or leave blank to display the MSM14FA - APL Requisition Item Details screen. |
|-------|----------------------------------------------------------------------------------------------------------------------------------|
| **C** | Colloquial name  
Enter a colloquial name to search for matching stock codes. |
| **D** | Item Description  
Enter up to four lines of descriptive text to provide details of the item required. This is only applicable for purchase requisition items. If more than four lines of description are required, use Action Code **E** to add an extended description. |
| **G** | Group class  
Enter a group class to search for matching stock codes |
| **I** | Item Name Code (INC)  
Enter an item name code to search for matching stock codes. |
Inventory Tracking - 3120

<table>
<thead>
<tr>
<th>M</th>
<th>Manufacturer's mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter a mnemonic to search for matching stock codes.</td>
</tr>
<tr>
<td>P</td>
<td>Part number</td>
</tr>
<tr>
<td></td>
<td>Enter a part number to search for matching stock codes.</td>
</tr>
<tr>
<td>S</td>
<td>Stock code</td>
</tr>
<tr>
<td></td>
<td>Enter a stock code to be requisitioned. If a substitution relationship exists for the requested stock code, a message displays. If the stock code is unknown, select <strong>Lookup</strong> to search MSE171 - Search Inventory Management Review.</td>
</tr>
</tbody>
</table>

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>7</th>
<th>Maintain FAD Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Review APL (Application Parts List) header details.</td>
</tr>
<tr>
<td></td>
<td>This is used for APL entries only.</td>
</tr>
<tr>
<td>C</td>
<td>Modify cost allocations for this item</td>
</tr>
<tr>
<td>D</td>
<td>Delete item previously created on this requisition</td>
</tr>
<tr>
<td>E</td>
<td>Review or modify extended description</td>
</tr>
<tr>
<td>H</td>
<td>Review or modify requisition header details</td>
</tr>
<tr>
<td>I</td>
<td>Review APL items</td>
</tr>
<tr>
<td>L</td>
<td>Maintain document information linked to requisition item</td>
</tr>
<tr>
<td>M</td>
<td>Modify purchase requisition details</td>
</tr>
<tr>
<td>N</td>
<td>Issue requisition item narrative</td>
</tr>
<tr>
<td>O</td>
<td>Order on demand, Create R/ O, Modify P/ R, Create P/ O</td>
</tr>
<tr>
<td>R</td>
<td>Review inventory information (warehouse requisition item)</td>
</tr>
<tr>
<td>W</td>
<td>Select quantities from alternate warehouses</td>
</tr>
<tr>
<td>X</td>
<td>Review stock code substitution details</td>
</tr>
</tbody>
</table>

**Price**

For a warehouse requisition item, the actual price of the item displays, if it is available. If no price information is available **No Price** displays.

For purchase requisition items, enter an estimated price in this field.
Part Issues
Enter Y or N to indicate whether partial issues are allowed. Y means that partial issues are allowed. This value initially defaults from the value entered on the requisition header.

Mnemonic
A manufacturer’s mnemonic for any purchase requisition items. A purchase requisition description must be entered if this field is used.
This field is optional.

Part No.
Enter a part number for any purchase requisition items. A purchase requisition description must be entered if this field is used and entry is optional.
A check is performed against part number listed on the catalogue and a message is displayed if a stock code exists for the part number entered.

Reason
The reason for the modification or deletion of the requisition item. Entry is validated against the Table File RQRN - Requisition Reason Code.

Item
The requisition item number.

Quantity
Enter the quantity of the item to be requisitioned. If items are being returned, then prefix the quantity with a minus (-) sign.

UOM
(Unit of Measure)
Enter the unit of measure for the item. This field is mandatory when creating a requisition using a stock code, part number or when creating a purchase requisition.

Type
Enter the type code to be used to select the item to be requisitioned. Valid codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Application Parts List (APL) number</td>
</tr>
<tr>
<td></td>
<td>Use this type only for normal issue, credit/ return, loan or stores/ sales requisition. The MSM14FA - APL Requisition Item Details screen displays.</td>
</tr>
<tr>
<td>C</td>
<td>Colloquial name search</td>
</tr>
<tr>
<td></td>
<td>This is the common or everyday name that the item is known by. A search using a partial colloquial name can be done by placing an * at the end of the partial name.</td>
</tr>
<tr>
<td>D</td>
<td>Description (purchase requisition)</td>
</tr>
<tr>
<td></td>
<td>This is used when creating a purchase requisition. Enter up to four lines of description text.</td>
</tr>
<tr>
<td>G</td>
<td>Group class search</td>
</tr>
<tr>
<td></td>
<td>Use the group class code to search for the stock code.</td>
</tr>
</tbody>
</table>
### Inventory Tracking

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| I    | Item name search  
Use the item name code to search for the stock code. |
| M    | Manufacturer's mnemonic search  
A partial search can be done by entering an * at the end of the data entered. |
| P    | Part number  
Enter the part number to search for the stock code. A partial search can be done by entering an * at the end of the data entered. |
| S    | Stock code  
Enter the stock code of the item being requisitioned. |

### Type Id/Description

Entry in this field depends on the selection in the **Type** field. Valid entry options are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| A    | Application Parts List (APL).  
Enter the APL to be requisitioned or leave blank to display the MSM14FA - APL Requisition Item Details screen. |
| C    | Colloquial name  
Enter a colloquial name to search for matching stock codes. |
| D    | Item Description  
Enter up to four lines of descriptive text to provide details of the item required. This is only applicable for purchase requisition items. If more than four lines of description are required, use Action Code **E** to add an extended description. |
| G    | Group class  
Enter a group class to search for matching stock codes |
| I    | Item Name Code (INC)  
Enter an item name code to search for matching stock codes. |
| M    | Manufacturer's mnemonic  
Enter a mnemonic to search for matching stock codes. |
| P    | Part number  
Enter a part number to search for matching stock codes. |
| S    | Stock code  
Enter a stock code to be requisitioned. If a substitution relationship exists for the requested stock code, a message displays. If the stock code is unknown, select **Lookup** to search MSE171 - Search Inventory Management Review. |
Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Maintain FAD Detail</td>
</tr>
<tr>
<td>A</td>
<td>Review APL (Application Parts List) header details. This is used for APL entries only.</td>
</tr>
<tr>
<td>C</td>
<td>Modify cost allocations for this item</td>
</tr>
<tr>
<td>D</td>
<td>Delete item previously created on this requisition</td>
</tr>
<tr>
<td>E</td>
<td>Review or modify extended description</td>
</tr>
<tr>
<td>H</td>
<td>Review or modify requisition header details</td>
</tr>
<tr>
<td>I</td>
<td>Review APL items</td>
</tr>
<tr>
<td>L</td>
<td>Maintain document information linked to requisition item</td>
</tr>
<tr>
<td>M</td>
<td>Modify purchase requisition details</td>
</tr>
<tr>
<td>N</td>
<td>Issue requisition item narrative</td>
</tr>
<tr>
<td>O</td>
<td>Order on demand, Create R/ O, Modify P/ R, Create P/ O</td>
</tr>
<tr>
<td>R</td>
<td>Review inventory information (warehouse requisition item)</td>
</tr>
<tr>
<td>W</td>
<td>Select quantities from alternate warehouses</td>
</tr>
<tr>
<td>X</td>
<td>Review stock code substitution details</td>
</tr>
</tbody>
</table>

Price
For a warehouse requisition item, the actual price of the item displays, if it is available. If no price information is available *No Price* displays.

For purchase requisition items, enter an estimated price in this field.

Part Issues
Enter Y or N to indicate whether partial issues are allowed. Y means that partial issues are allowed. This value initially defaults from the value entered on the requisition header.

Part No.
Enter a part number for any purchase requisition items. A purchase requisition description must be entered if this field is used and entry is optional.

A check is performed against part number listed on the catalogue and a message is displayed if a stock code exists for the part number entered.

Mnemonic
A manufacturer's mnemonic for any purchase requisition items. A purchase requisition description must be entered if this field is used.
This field is optional.

**Reason**

The reason for the modification or deletion of the requisition item. Entry is validated against the Table File RQRN - Requisition Reason Code.

**Rep Req**

(Repair Request)

This field only displays if the Repairable Item Management module is installed and the stock code is a repairable item.

This field indicates if a repair request is to be created. Enter Y to create a repair request or N to not create a repair request. The default is Y.

In Review mode, this field only displays when the requisition is being confirmed.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

| Stock Code Search | The MSE171 - Search Inventory Management Review screen displays. |
MSM14LA - Warehouse Requisition - Loan Issue

Use this screen to maintain common information to all items on the loan requisition.

**Requisition No**

Enter a requisition number or leave this field blank to allow the system to generate a requisition number. An option on the system control file for each district determines whether or not a requisition number can be entered into this field.

**Tabs**

- **General**
- **Delivery/Priority**
- **Questions**

**General tab**

**Requested By**

The supply customer or the employee name requesting the loan. If a supply customer is entered and restricted requisitioning applies, the user ID must be a nominated requisitioner for the supply customer, or have security access level greater than 7 to requisition for this supply customer. The supply customer must have an open status.

This field is validated against the SCA/Employee flag on the system control file with the following defaults:

- **S** - the supply customer name displays
- **E** - the employee name displays
- **B** - either the supply customer or employee name displays.

If the Position Management module is installed and if the **Requested By** is an incumbent of more than one position, the selected position from the MSM004A - Selection Position screen displays. This field cannot be modified once items have been created for the requisition.

**Date Required By**

The date when the requestor requires the loan of the requisitioned items. This field is mandatory. The date must not be in the past.

If the date defaults the issue date is calculated using the rules associated with the priority code.

Where the priority code specifies calculation of the required by date, the date is calculated using the normal supply time specified against the priority code table file PI associated values. This date can be overwritten. A warning displays if it is different from the calculated date.

If the General Ledger module is installed and the post commitments option is on the appropriate accounting period relating to this date is set up in the district control file (for the costing district).

**SCA Return Issue Required**

Enter Y if a supply customer issue requisition is required for in-transit visibility, otherwise enter N.

**Loan Duration**

This field initially displays the expected duration (in days) of the loan, from the requisition. Loan managers may change this duration, as a result of analysing the availability of items, future requirements, or other loans return dates. The duration of the loan requisition in days can be changed.
**Inventory Tracking**

**Warehouse**

The warehouse code of the warehouse from which the item is being requisitioned.

When a requisition is created, this field is mandatory and is validated against table file WH - Warehouse Identification. Otherwise this field cannot be modified or does not display.

**Category**

This field displays if the Warehouse Management module is installed. Enter the inventory category from which the requisition will be issued.

It is protected unless you have the appropriate security access.

This field is optional. However, if any item on the requisition is subject to category management, you are returned to this screen to enter the category. Entry is validated against the table file IG.

A default value can be set up for this field.

**Note:** The Position Management module checks that the employee ID entered in the Requested By field is permitted to requisition goods from the nominated category. This check verifies that the category match value recorded against the requested by position is equal to or greater than the match value held as the associated value to the Inventory Category Code table file IG.

The category cannot be changed when you modify a requisition within the warehouse service time using MSM144A - Requisition Maintenance screen.

**Transaction Type**

This field applies to automatically-generated warehouse requisitions. Enter the type of issue transaction to be used when creating warehouse requisitions. Entry is validated against Table File IT - Issue Transaction Type. Stores Sale, Credit, Loan, Recall, Rotation and Referred Demand transaction types (as determined from the associated values on the Table File entry) cannot be used. This field is mandatory.

**Partial Issued Allowed**

Enter Y if the issue of partial quantities is acceptable.

This field is mandatory. This field cannot be modified using the MSM144A - Requisition Maintenance screen.

**COSTING**

**Wk. Ord./Proj**

(Work Order/Project)

Enter the work order or project number to be charged for this requisition. If both the Work Order and Project Control modules are installed, then the type must also be entered, either P (project) or W (work order).

**Indicator**

If both the Work Orders and Project Control modules are installed, then the type must be entered, either P or W.

**Equip. Ref.**

(Equipment Reference)

Enter the equipment reference to which the cost allocation relates.
Cost Centre
Enter a cost centre number. You must enter a cost centre number if no work order/project number or equipment reference has been entered. If an expense element is entered, it will override the default expense element on the district inventory field.

Allocation
Enter the allocation percentage. This defaults to 100% on the first costing allocation entry and zero for the second. If more than one costing allocation is entered, the total allocation percent must add up to 100. This percentage is used to distribute the cost between the costing allocations.

Reason
The reason for the deletion of the requisition. This field only displays when deleting the requisition has been requested from MSM144A - Requisition Maintenance screen. Entry is validated against the table file RQRN - Requisition Reason Code.

Delivery/Priority tab

PICKING SLIP/DELIVERY INSTRUCTIONS
Enter any delivery instructions or picking details to be communicated to the issuing store person. This is printed on the picking slip.

More Instructions
Enter Y to add additional instructions associated to this requisitions. The MSM096B - Maintain Text screen displays to add the required additional instructions.

Priority Code
Enter the priority relating to this requisition. If entered, the priority is validated against the table file PI - Priority Codes.

If the priority code entered is different to that of the default, a new issue required-by date may be calculated. If this date is different from the entered date, a warning message displays. This only applies if the appropriate associated values on the PI table file entry have been set.

Delivery Location
Enter the delivery location of the receiving warehouse. Entry is validated against the table file DN - Delivery Location Code.

Material Group Code
Enter a code to be used as a grouping mechanism for requisitions. This is a user-defined code.

This field enables selection of requisitions for review and reporting. If the code has already been used for a previous requisition, a warning message displays and confirmation will be necessary.

Questions tab

Loan Question 1 - 2
Enter the required response to the question. Up to four questions are set up to prompt for responses relating to the loan requisition.

The answers are validated against the table file ILN1 to ILN4 - Loan Requisition Information Codes.

Entry is either optional or mandatory depending on the setting on the XX table file.
Action

Select an action. The following actions are available, depending on the level of user access and the modules installed:

| APL Requisition Item Details | APL Requisition Item Details |
MSM14MA - Recall Warehouse Requisition

Use this screen to create and maintain recall warehouse requisitions. Click here for information on the rules that apply to the authorisation process for warehouse requisitions.

If the recall is created for a tracked item, on completion of this screen the MSMHDSA Inventory Tracking Details - Serial or MSMHDSB Inventory Tracking Details - Equipment screen displays for selection of the tracking references being recalled.

Requisition No.

Enter a requisition number or leave this field blank to allow the system to generate a requisition number. An option on the system control file for each district determines whether or not a requisition number can be entered into this field.

Tabs

- **General**
- **Delivery/Priority**
- **Questions**

General tab

Recalled From

This field displays the supply customer or the employee name requested to return the goods.

If a supply customer is entered and restricted requisitioning applies, the user ID must be a nominated requisitioner for the supply customer, or have security access level greater than 7 to requisition for this supply customer.

This field is validated against the SCA/Employee flag on the system control file with the following information defaulting:

- **S** - the supply customer name displays
- **E** - the employee name displays
- **B** - either the supply customer or employee name displays

If the Position Management module is installed and if the Requested By is an incumbent of more than one position the selected position from the MSM004A - Selection Position screen displays. This field cannot be modified once items have been created for the requisition.

If build item management is enabled and a Build ID is entered, this field defaults to the SCA associated with the build.

See the system activities for Configuring Inventory Tracking for information on setup requirements for supply customers.

Date Recalled

Enter the date by which these items are to be returned. The date must not be in the past. This field is mandatory. This field defaults to today's date if the District Control flag is set to Y. Otherwise, it is blank.

SCA / Emp Issue Required

(Supply Customer Account / Employee Issue Required)

For employees, if Intransit Visibility Issues is set to Y on the District Control, this field is mandatory.

For supply customer accounts, ensure the SCA is unmanned and the SCA Intransit Visibility Issues is set to Y.
**Authorised By**

Enter the employee ID of the person authorising the recall.

This field is optional. This field defaults to the ID of the **Recalled From** employee. If the **Authorised By** is different to the **Requested By**, all requisitions will be referred to the position of the employee nominated for authorisation.

**Warehouse**

Enter the warehouse code of the warehouse to which the item is being returned. The default is the district home or default warehouse.

**Category**

Enter the category code for the item being requisitioned. This field is only used if the Warehouse Management module is installed and will default to the district category default which is set on the district control file.

**Transaction Type**

Enter the transaction type of the requisition. Transaction type is used to indicate the type of requisition. For example, normal issue, credit/return requisition, loan requisition.

**Build Id**

The build from which goods are being returned. Only builds with holdings at the SCA may be nominated.

This field is only available if build item management is enabled. If a build ID is entered, the work order and cost centre associated with the build will be used.

**PROJECT DETAILS**

**W/Order or Pr**

(Work Order or Project)

Enter the work order or project number to be charged for this requisition.

If both the Work Order and Project Control modules are installed, the type must also be entered, either P or W. This can only be entered if both the Work Order and Project Control modules have been installed.

Entry is validated according to the costing option for this district.

**Indicator**

Select P for a project or W for a work order. This depends on the option selected in the **W/Order or Pr** field.

**Equip. Ref.**

(Equipment Reference)

Enter an equipment reference to be charged for this requisition. Entry is validated according to the **Costing** option for this district.

**Cost Centre**

Enter a cost centre number. You must enter a cost centre number if no work order/project number or equipment reference has been entered. If an expense element is entered, it will override the default expense element on the district inventory field.

Entry is validated according to the costing option for this district.
Allocation
Enter the allocation percentage. This defaults to 100% on the first costing allocation entry and zero for the second. If more than one costing allocation is entered, the total allocation percent must add up to 100. This percentage is used to distribute the cost between the costing allocations.

Reason
The reason for the deletion of the requisition. This field only displays when deleting the requisition has been requested from MSM144A - Requisition Maintenance screen. Entry is validated against the table file RQRN - Requisition Reason Code.

PICKING SLIP/DELIVERY INSTRUCTIONS

Picking Slip/Delivery Instructions
Enter any delivery instructions or picking details to be printed on the picking slip.

More Instructions
Enter Y to add additional instructions associated to this requisitions. The MSM096B - Maintain Text screen displays to add the required additional instructions.

Priority
Enter the priority relating to this requisition. If entered, the priority is validated against table file PI - Priority Codes. If the priority code entered is different to that of the default, a new issue required-by date may be calculated. If this date is different from the entered date, a warning message displays. This only applies if the appropriate associated values on the PI table file entry have been set.

Material Group Code
Enter a code to be used as a grouping mechanism for requisitions. This is a user-defined code. This field enables selection of requisitions for review and reporting. If the code has already been used for a previous requisition, a warning message displays and confirmation will be necessary.

Delivery Location
Enter the delivery location of the receiving warehouse. Entry is validated against the table file DN - Delivery Location Code.

Questions tab

Recall Requisition Questions
Select an appropriate entry from table files ICR1 - ICR4 - Credit/Return Requisition Information Codes.

This is a client-defined table file where the table description and entries may vary between Ellipse EAM installations. Refer to your company’s requisition procedure for entry in this field.
MSM376A - Allocate Entitlement from Parent

Use this screen to allocate entitlement details to a child entitlement family member from its entitlement parent. All entitlement levels display for each parent entitlement item the total push down allocation amounts for the child supply customer or employee.

Entitlement item groups cannot be directly allocated, and must be expanded into their component stock items or stock item groups.

**Note:** If the values allocated to the child are changed to zero these are treated as a deletion of the child's entitlement.

**Parent Entitlement Id**
The identifier of the parent family member.

**Parent Id**
The identifier for the entitlement attached to the parent member.

**Restart at Entitlement Code**
Enter an entitlement item to restart the display starting from this number. If the actual item entered as the restart item does not exist, the next existing item after the entered restart item displays.

**Stock Code/SIG (S,G)**
(Stock Code/Stock Item Group)
Indicates whether the selected entitlement item is a stock code or stock item group.

**Restart at Beginning**
Enter Y or N to restart the entitlement level details from the first entitlement item.

**Entitlement Control Method**
The control method for this entitlement item. Valid values are:
- **QQ** - Quantity
- **PV** - Period Value
- **PQ** - Period Quantity

**Current Member**
The child member to received the allocation of entitlement quantities.

**Member Entitlement Id**
The identifier for the entitlement attached to the child member.

**CREATED**

**Date**
The date on which this record was created.

**Time**
The time at which this record was created.

**By**
The ID of the person who created this record.
LAST MODIFIED

Date
The date this record was last modified.

Time
The time this record was last modified.

By
The ID of the person who last modified this record.

Level
The entitlement level for the displayed parent entitlement.

Total Parent
The total value or quantity of parent entitlement items at the displayed level.

Been Allocated
The current total quantity already allocated to children from the entitlement parent.

Available
The entitlement item value or quantity available for allocation.

Member Qty
(Member Quantity)
The quantity of the entitlement item to be allocated to the current child member.
MSMHDSA - Inventory Tracking Details - Serial

Use this screen to review the tracking references for a stock item that is serial tracked. This screen is accessed from a number of areas including supply customer stock on hand review and waybill item review. Screen contents and available actions vary depending on how this screen has been accessed.

**Stock Code**
The stock code for the item being reviewed.

**Custodian**
The custodian type and identifier for the selected item holding.
Depending on how the screen was accessed, one of the following may display:
- District/Warehouse
- Supply Customer
- Employee
This field may not display for an item that is in-transit.

**Quantity To Select/Quantity to Delete**
The quantity of the tracked item to be added to or removed from the source document, for example, a waybill, requisition or survey.
This field will display the appropriate label for the activity, and will not display at all if no action may be taken.

**Source Document**
The source document type and number on which the tracked items are recorded.
Depending on how the screen was accessed, this field may display one of the following:
- Recall Requisition
- Repair Purchase Order
- Repair Recommended Order
- Repair Request
- Rotation Requisition
- Survey Number
- Waybill (if Transport Consolidation is enabled)

**Bin Code**
The bin location for the stock code.

**Inv Cat**
(Inventory Category)
The inventory category for the stock item. This will only display when category management is in use.

**Cat Cond**
(Condition Code)
The condition code for the stock item. This will only display when category management is in use.
**Serial Reference**

The serial number for the stock item.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Tracking Record</td>
<td>Delete the tracking record.</td>
</tr>
<tr>
<td>Select Tracking Record</td>
<td>Select the tracking record.</td>
</tr>
<tr>
<td>Review Tracking Classifications</td>
<td>Review tracking classifications (MSM12CA).</td>
</tr>
</tbody>
</table>
MSMHDSB - Inventory Tracking Details - Equipment

Use this screen to review the tracking references for a stock item that is equipment tracked. This screen is accessed from a number of areas including supply customer stock on hand review and waybill item review. Screen contents and available actions will vary depending on how this screen has been accessed.

Stock Code
The stock code for the item being reviewed.

Custodian
The custodian type and identifier for the selected item holding.
Depending on how the screen was accessed, one of the following may display:
- District/Warehouse
- Supply Customer
- Employee
This field may not display for an item that is in-transit.

Source Document
The source document type and number on which the tracked items are recorded.
Depending on how the screen was accessed, this field may display one of the following:
- Recall Requisition
- Repair Purchase Order
- Repair Recommended Order
- Repair Request
- Rotation Requisition
- Survey Number
- Waybill (if Transport Consolidation is enabled)

Quantity To Select/Quantity to Delete
The quantity of the tracked item to be added to or removed from the source document, for example, a waybill, requisition or survey.
This field will display the appropriate label for the activity, and will not display at all if no action may be taken.

Bin Code
The bin location for the stock code.

Inv Cat
(Inventory Category)
The inventory category for the stock item. This will only display when category management is in use.

Cat Cond
(Condition Code)
The condition code for the stock item. This will only display when category management is in use.

**Equipment Reference (Tracking) - Desc (E6.8)**

The equipment reference for the stock item.

**Actions**

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Tracking Record</td>
<td>Delete the tracking record.</td>
</tr>
<tr>
<td>Select Tracking Record</td>
<td>Select the tracking record.</td>
</tr>
<tr>
<td>Review Tracking Classifications</td>
<td>Review tracking classifications (MSM601A).</td>
</tr>
</tbody>
</table>
MSMHHDSC - Inventory Bin Location Details

Use this screen to review the tracking references for a stock item currently available in a pre-identified location. This screen is accessed from a number of areas including supply customer stock on hand review and waybill item review. Screen contents will vary depending on how this screen has been accessed.

**Stock Code**
The stock code for the item being reviewed.

**Custodian**
The custodian type and identifier for the selected item holding.
Depending on how the screen was accessed, one of the following may display:
- **District/Warehouse**
- **Supply Customer**
- **Employee**
This field may not display for an item that is in-transit.

**Source Document**
The source document type and number on which the tracked items are recorded.
Depending on how the screen was accessed, this field may display one of the following:
- **Recall Requisition**
- **Repair Purchase Order**
- **Repair Recommended Order**
- **Repair Request**
- **Rotation Requisition**
- **Survey Number**
- **Waybill** (if Transport Consolidation is enabled)

**Bin Code**
The bin location for the stock code.

**Inv Cat**
(Inventory Category)
The inventory category for the stock item. This will only display when category management is in use.

**Cat Cond**
(Condition Code)
The condition code for the stock item. This will only display when category management is in use.

**SOH**
(Stock On Hand)
The stock on hand available at this bin location.

**Quantity**
Enter the quantity to be selected from the available stock on hand.
This field does not display in review mode.
MSM1TLA - Pre-load Tracking References

Use this screen to:

- load serial numbers for a stock code
- associate serial or equipment numbers with a purchase order item

**Note:** Serial or equipment numbers can also be allocated to a purchase order item during receipt.

**Load Type**

Indicates the type of tracking reference to be loaded.

Valid values for this field are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Allocate tracking references to a Purchase Order Item</td>
</tr>
<tr>
<td>S</td>
<td>Allocate serial numbers to a Stock Code</td>
</tr>
</tbody>
</table>

**Stock Code**

The stock code to which serial numbers are to be allocated. Entry is required for a **Load Type** of S. If the stock code is unknown, click **Stock Code** to search MSE171 - Search Inventory Management Review.

**PO Item**

(Purchase Order Item)

The purchase order and item number to which tracking references are to be allocated. This field is mandatory for a **Load Type** of P.

**Tracking Type**

The tracking type for the stock or purchase order item.

Valid values for this field are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Equipment number tracked</td>
</tr>
<tr>
<td>S</td>
<td>Serial Number tracked</td>
</tr>
</tbody>
</table>

**Quantity To Come**

The quantity of the purchase order item for invoices still outstanding.

**Tracking Reference**

The tracking reference for the purchase order item or stock code. This is either a serial or equipment number.

Additional references can be entered in the input fields, or existing references deleted via the Action menu.

**Action**

Select an action. The following actions are available, depending on the level of user access and the modules installed:
| Delete Tracking Reference | Delete the selected tracking reference |

The table above shows the option to delete a selected tracking reference.