1.1 Stores Inventory Guide

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SUNGARD PUBLIC SECTOR

ONESolution™

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Section 1: SI Order Processing Screen-SIOEUB

- The mask to **Warehouse Order** is **SIOEUB**, you can enter that in the command line and click the "Enter" button from the key board or click on the SIOEUB mask.
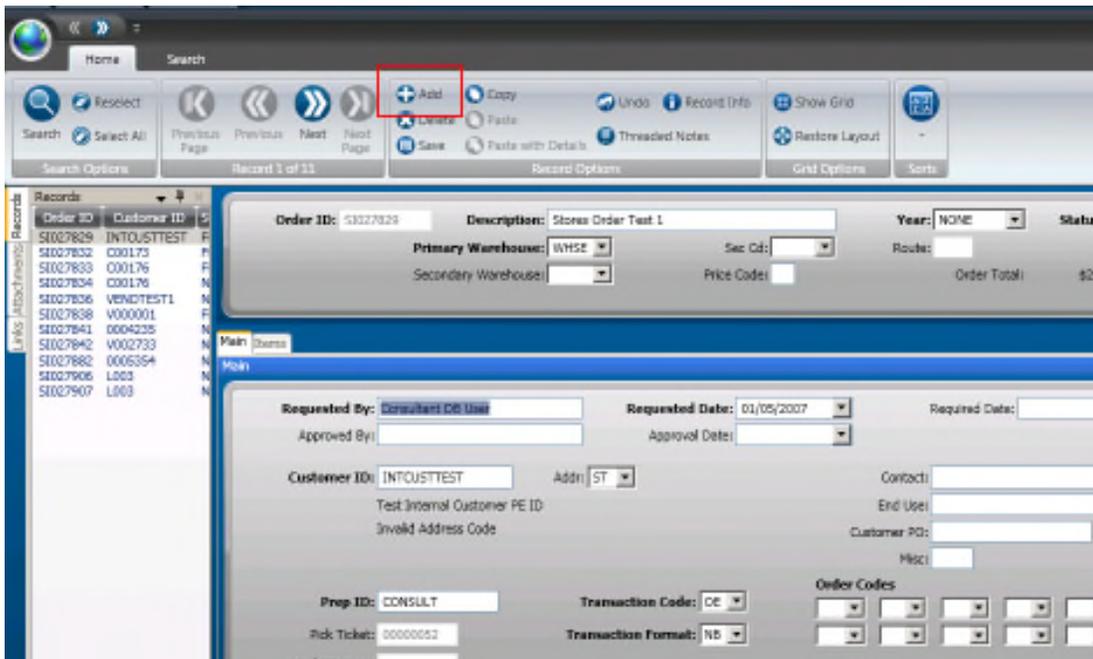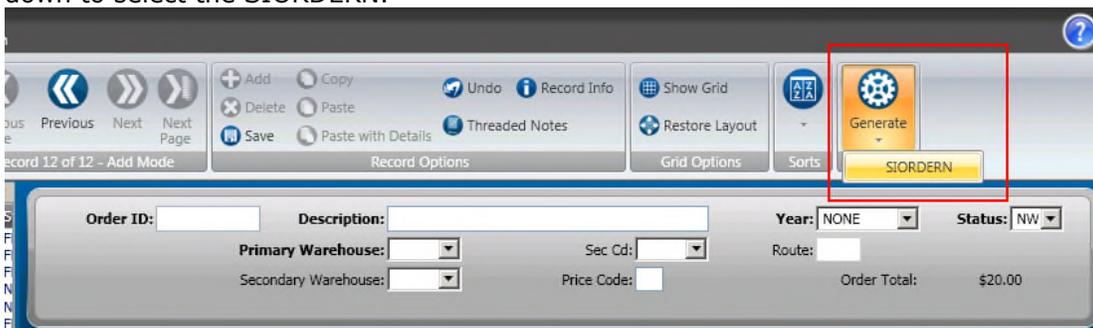
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- Click on the ADD button from the Ribbon Bar, on the "+" sign/ "Add", button to create a New Requisition

(1) Click on the ⊕ Add Button

Order ID- The system will assign the next available number. Click on the Order ID field and then click on the "Generate" button from the Ribbon Bar. Select the drop down to select the SIORDERN.

(1) Click on the **Order ID:** field and then click on the
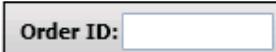
Generate / SIORDERN button

Description- Enter in the description of the order

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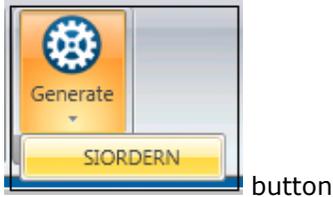| Order ID:	SI027908	Description:	EXAMPLE ORDER		Year:	NONE ▼	Status:	NW ▼
		Primary Warehouse:	▼	Sec Cd:	▼	Route:		
		Secondary Warehouse:	▼	Price Code:		Order Total:	$20.00	

(1) Enter in the

Description:	EXAMPLE ORDER

Primary Warehouse- Select the Primary Warehouse from the dropdown
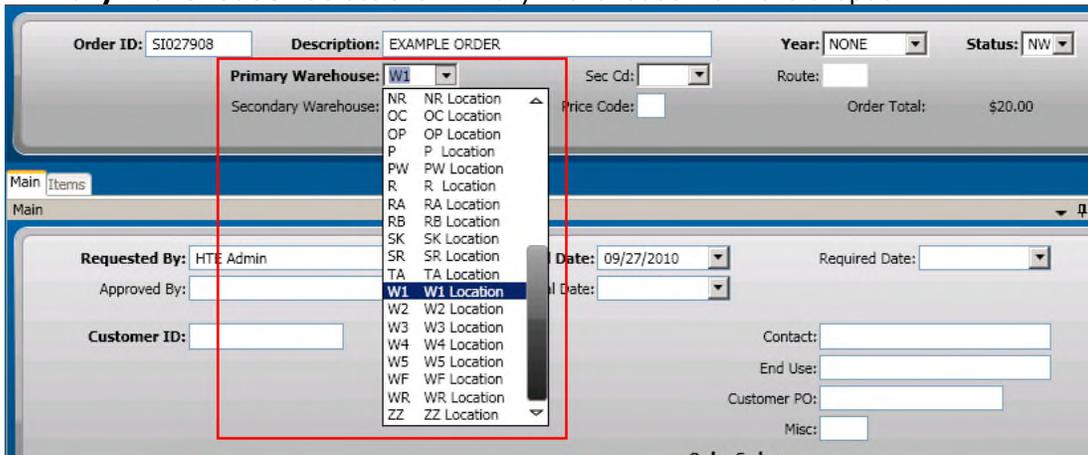
(1) Select the **Primary Warehouse:** W1 ▼ from the drop down

Customer ID-Click on the Customer ID field and then click on the Lookup button on the Ribbon Bar.
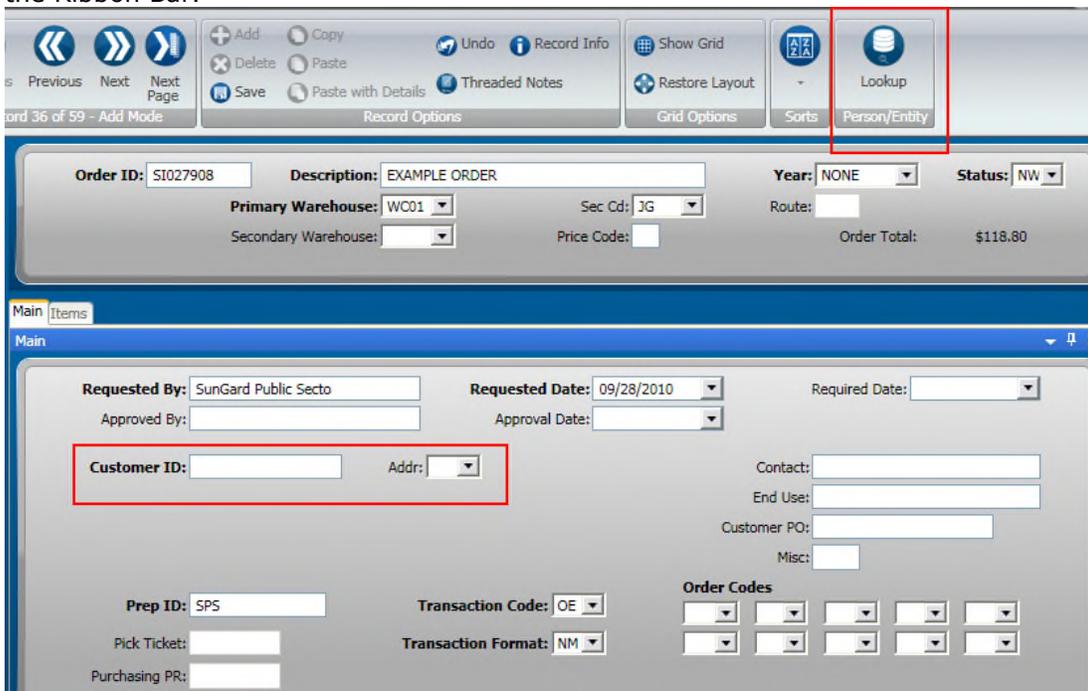
(1) Click in the **Customer ID:** field and then click on the

(2) If you the ID then simply type it in. In that situation the lookup won't be necessary.

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Enter a portion of the customers name (it is not necessary to enter the full name). Click Apply to display names matching the name entered.

Using wildcards (*) is also an option when only a portion of the customer's name is known. For example, if *Example* is typed the system finds each vendor that has the word [example] within the name. If the user types in Example* the system will find only the customers that begin with the name Example.

Select the appropriate ID by highlighting it and clicking OK. Double clicking will also pull the ID back into the record

Note that all addresses defined for a vendor will be listed in the lower portion of this screen. The highlighted address is the one that will be brought into the record. Simply highlight the appropriate address if the default address is incorrect.

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Click on the Items Tab

Qnty Ordered – Enter in the quantity to order in the quantity ordered field

(1) Enter in the

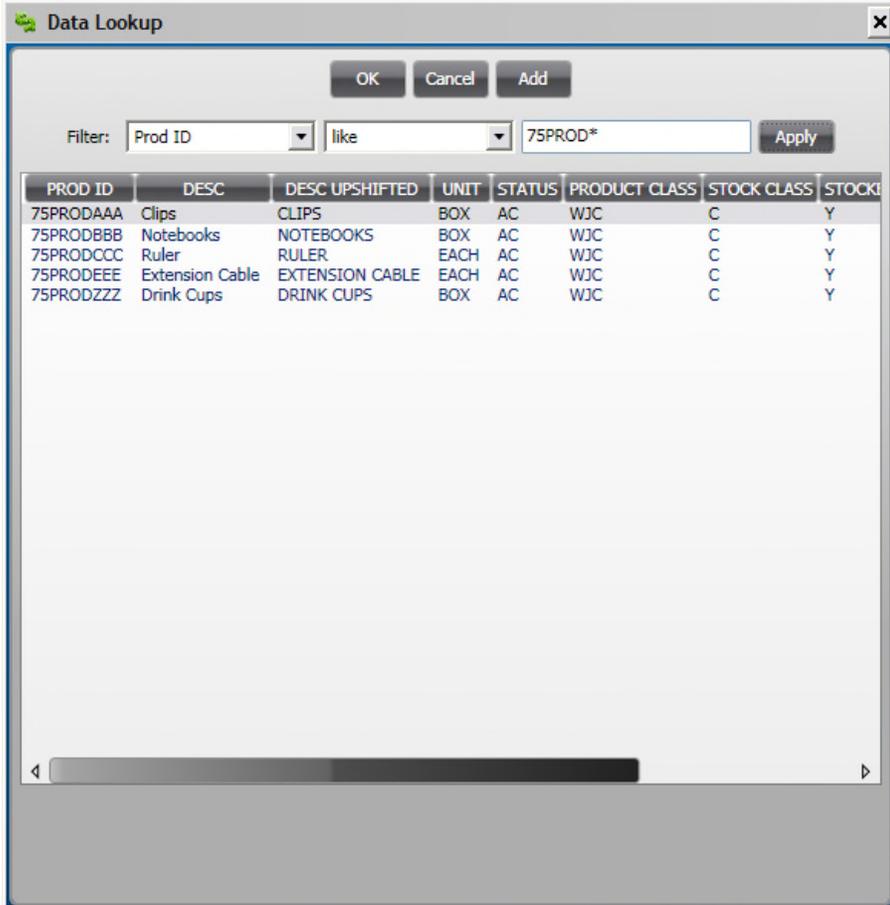**Product ID** – Click on the Product ID field and then click on the Lookup button on the Ribbon Bar. If the Product ID is known, simply type it in the field.
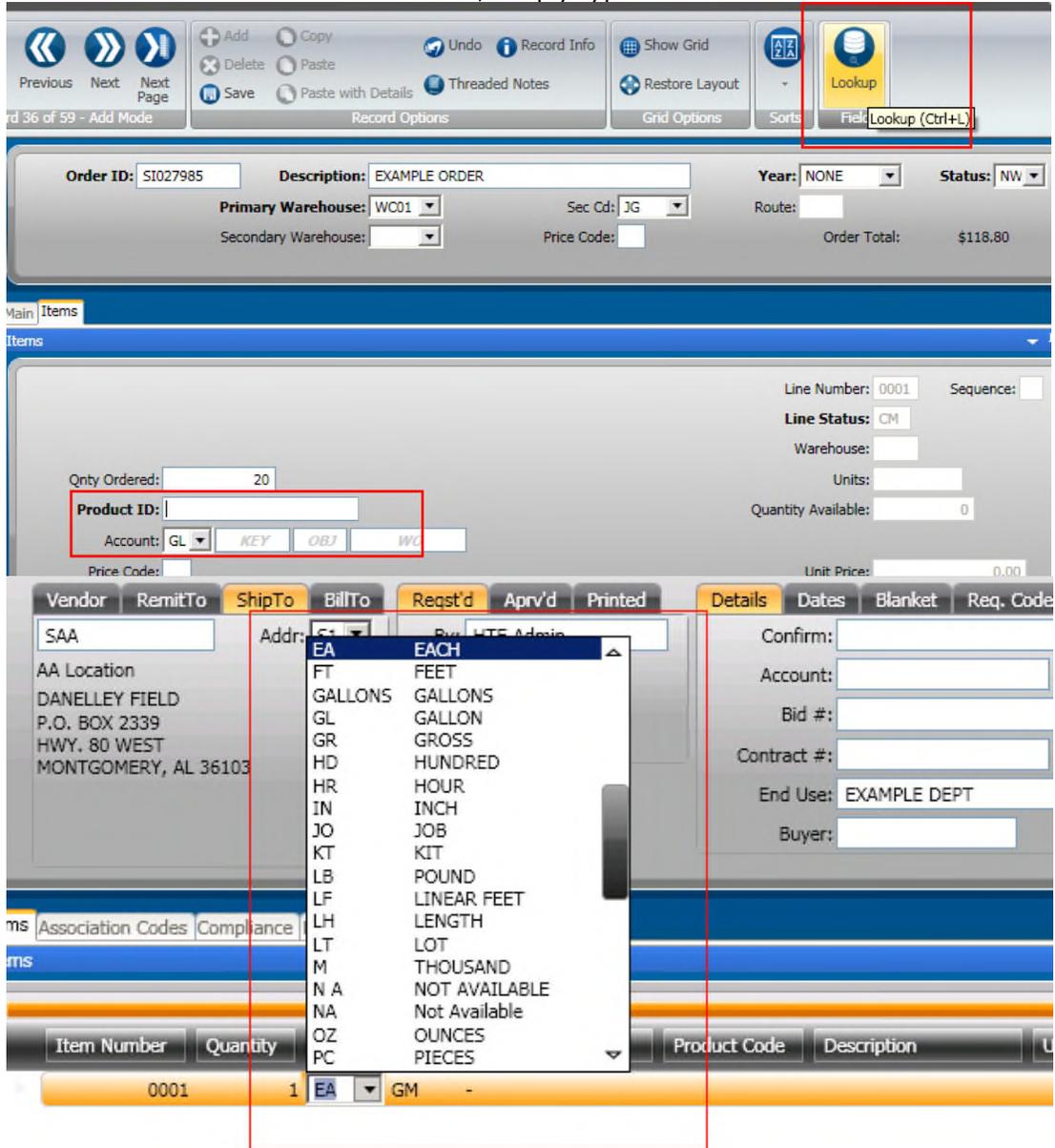
(1) Click in the **Product ID:** [____] and select
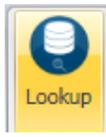
Enter a portion of the product ID (it is not necessary to enter the full product ID).
Click Apply to display product matching what was entered.

*Using wildcards (*) is also an option when only a portion of the product ID.*

Select the appropriate product by highlighting it and clicking OK. Double clicking will also pull the product ID back into the record

Notice that once you tab off of the field the information on the right populates

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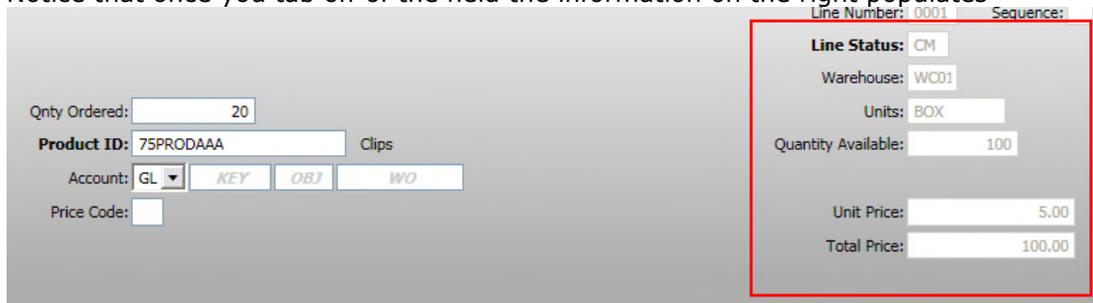
Account – Enter the GL Org Key code and Object code to be used for the order. If the numbers are known, simply type them into the appropriate field.

To see a list of available Keys, make sure your cursor is in the Key field first, then click on the LookUp button. A list will appear of account numbers for your department. Double-click on the appropriate code to have the system bring it onto the Purchase Request record. *Using wildcards (*) is also an option when only a portion of the of the key is known.*
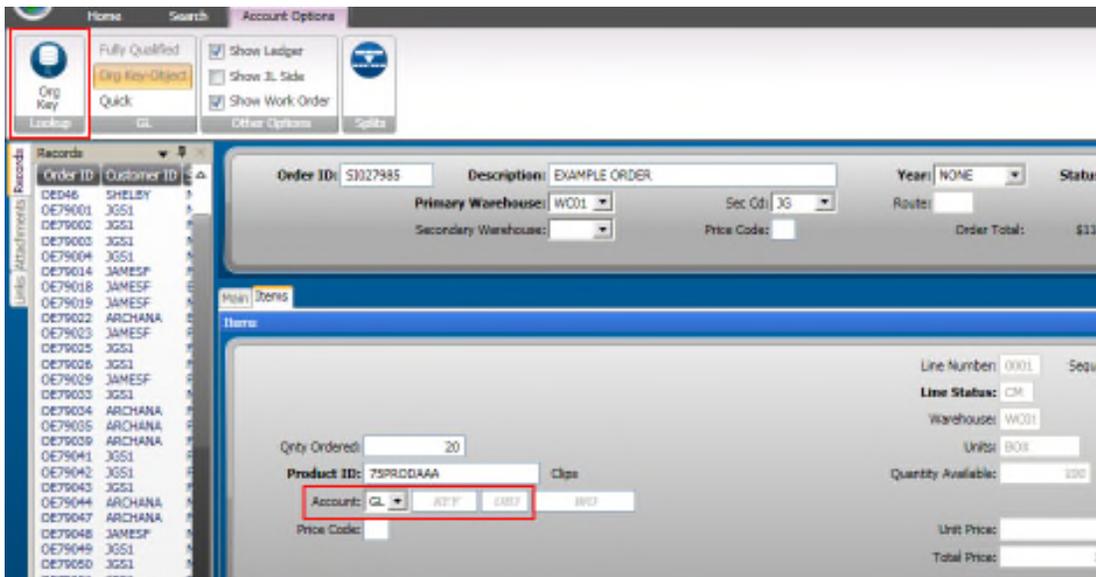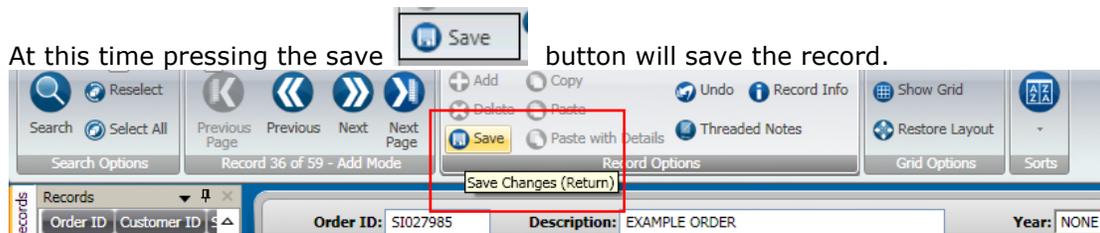

(1) Make sure your cursor is in the and select the

Access the lookup for Object Codes by clicking on the LookUp button when the cursor is in the Object field. Select the appropriate Object Code by double clicking on it in the same fashion used to select the Key.

Save the Record

At this time pressing the save [Save] button will save the record.

If additional line items are necessary, simply go to the next item and repeat the steps outlined for data entry of Item Information. The system automatically numbers the next line item in anticipation of additional records.

If no additional records are to be entered, simply close the screen by clicking on the X on the upper left corner of the screen.
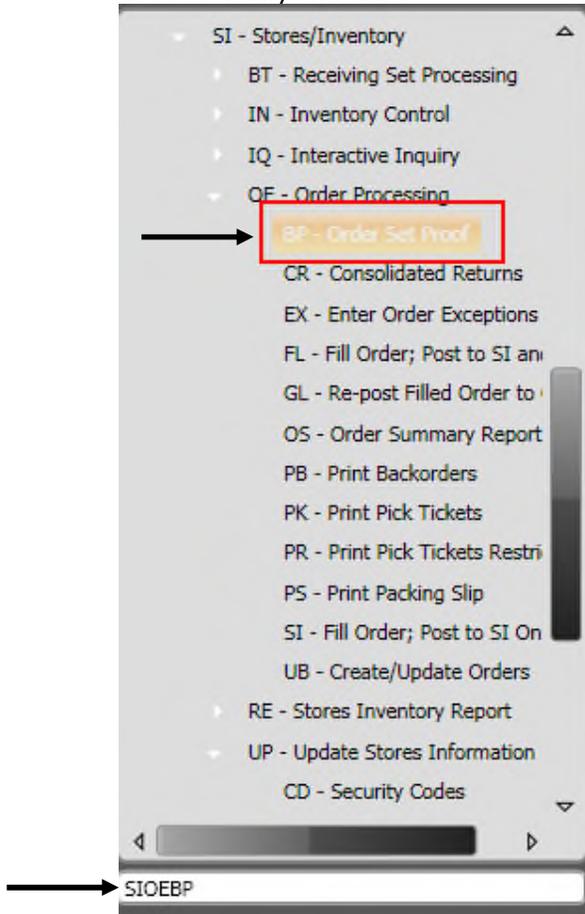

(1) Click on the [X]

There will be times when the "Record Accepted" message is not received and a budget warning appears instead. These warnings are intended to inform the User that funds are not available and to take the necessary steps to move money into the account or choose another account to expense the purchase. Budget warnings can be overridden and the record saved by simply pressing the Enter key again until the "Record Accepted" message is received.

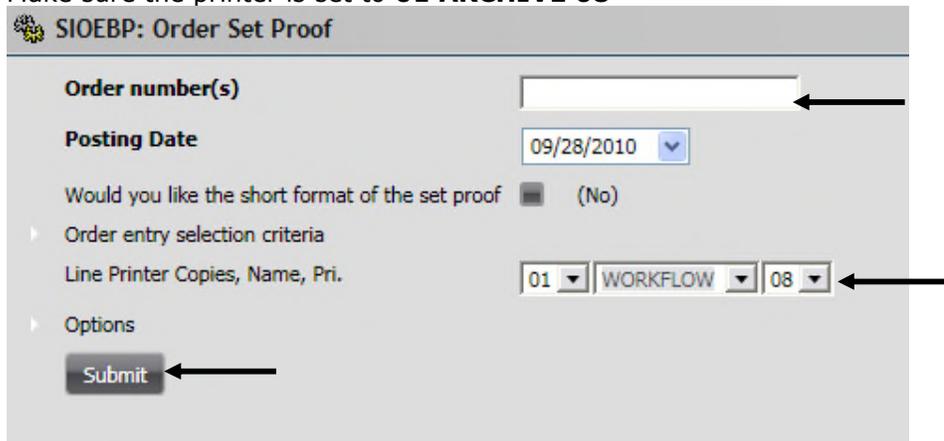12

Section 2: Batch Proof Stores Order-SIOEBP

Once the orders are created, run a Batch Proof by launching the **SIOEBP** which is used to verify the data

Enter the Order number or a range of Order Numbers. If needed, use the SI selection criteria
Then click on the Submit button
Make sure the printer is set to **01 ARCHIVE 08**

(1) Click on the **Submit** button

Go to the finance desktop and click on the plus sign next to the job

A "Stores Order Fill" report will be returned

Below is an example of the report that will be received

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Section 3: Print Pick Tickets-SIOEPK

The mask to run Pick Tickets is **SIOEPK**, you can enter that in the command line and click "Enter " button from the key board or Click on the SIOEPK mask.

Make Sure the ELF Form is Loaded

Run the Pick Tickets by launching **SIOEPK**
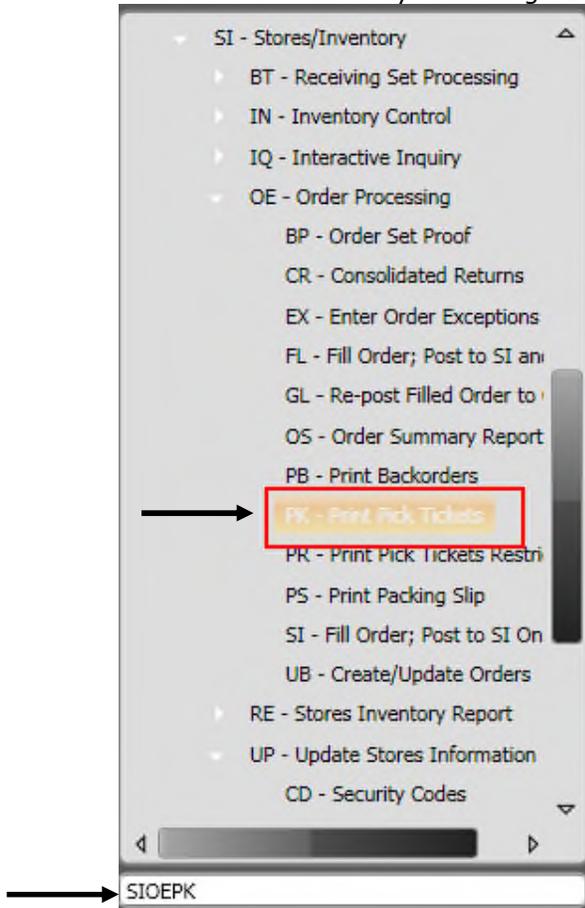
Enter in the Order Number or a range of Order Numbers for the Pick Tickets to be printed

Select the Appropriate Printer. The printer will generally be **01 ELFSI 08**

Then Click on the **Submit** button
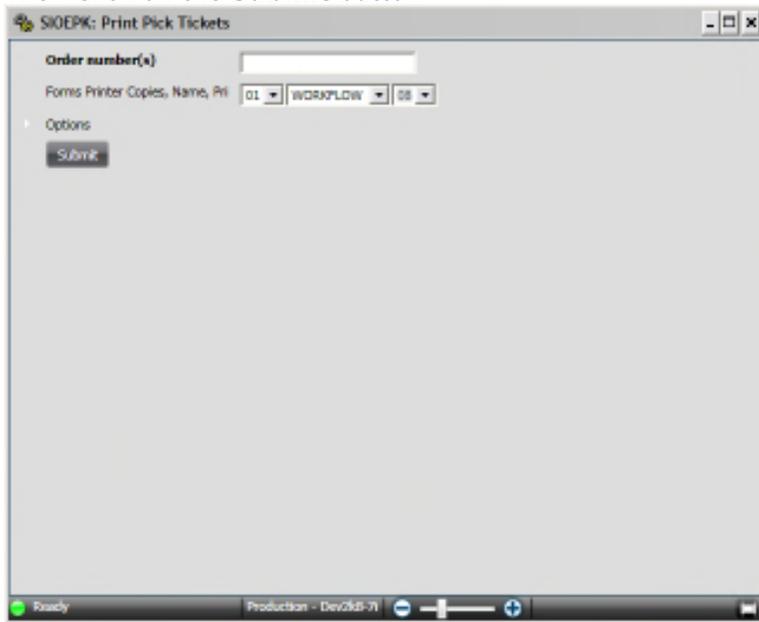
(1) Enter in the

| Order number(s) | |

(2) Click the [Submit] button

Section 4-Order Exceptions-SIOEEX

When there is not enough stock to fill the order although data in the system indicate that there is enough stock to fill the order. You can fill an order immediately without having to first post an adjustment to the inventory, or to limit the quantity of product that is issued to a customer by forcing a backorder situation. You cannot modify filled orders.

Run the Order Exception Screen by launching **SIOEEX**
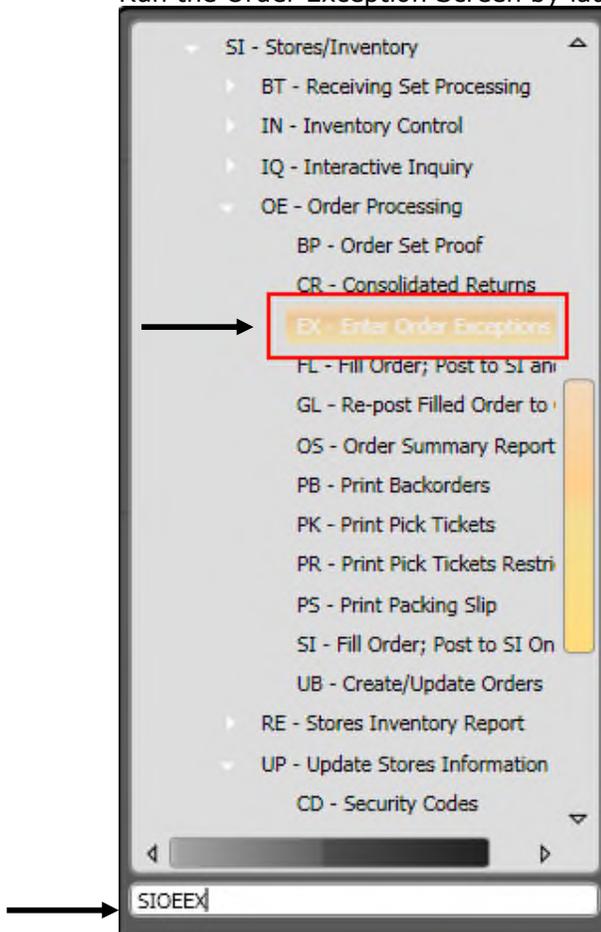
Find the order on the left hand side of the screen, click on it, and the information will populate the screen
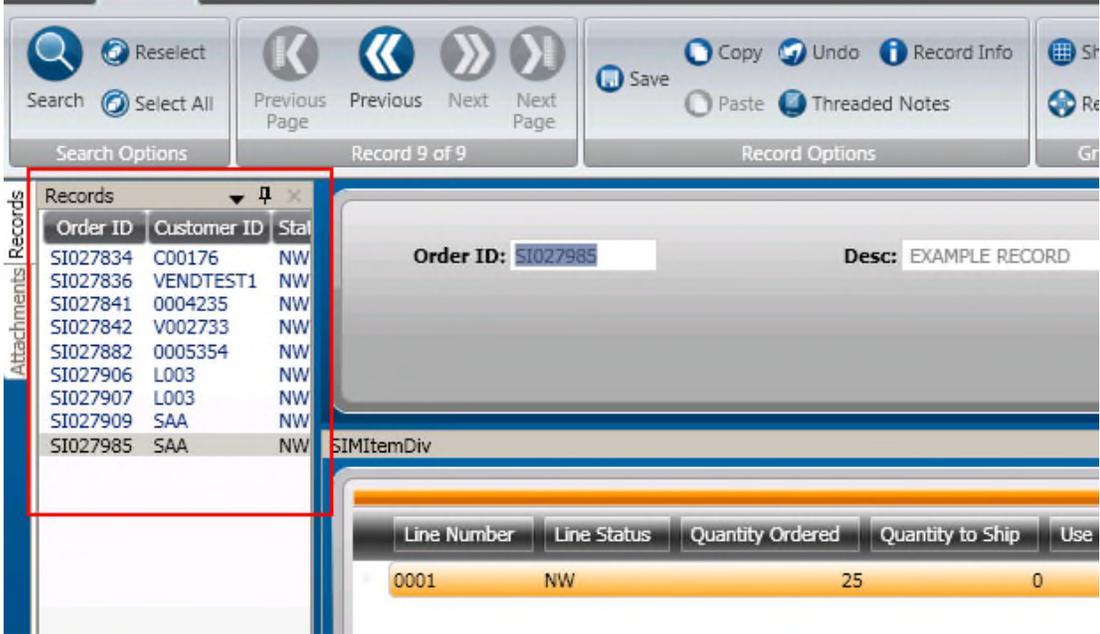
(1) Click on the order that the exceptions are being entered for.

Enter the Exception Quantity under Quantity to Ship and click on the Save button

(1) Enter the

(2) Click on the

Section 5: Fill the Order-SIOEFL and Print Packing Slips

The mask to Fill the Order and Print Packing Slips is **SIOEFL**, you can enter that in the command line and click "Enter " button from the key board or Click on the SIOEFL mask.
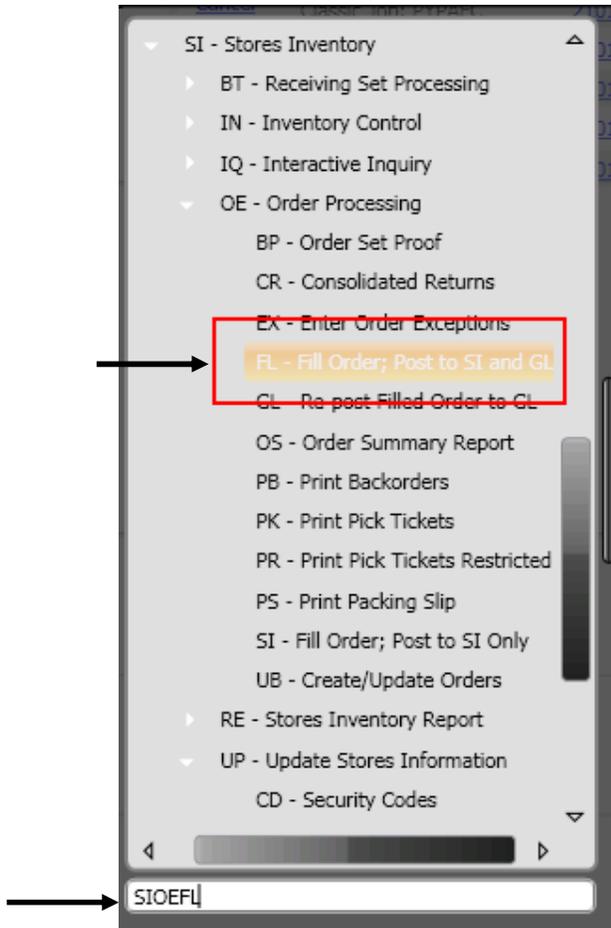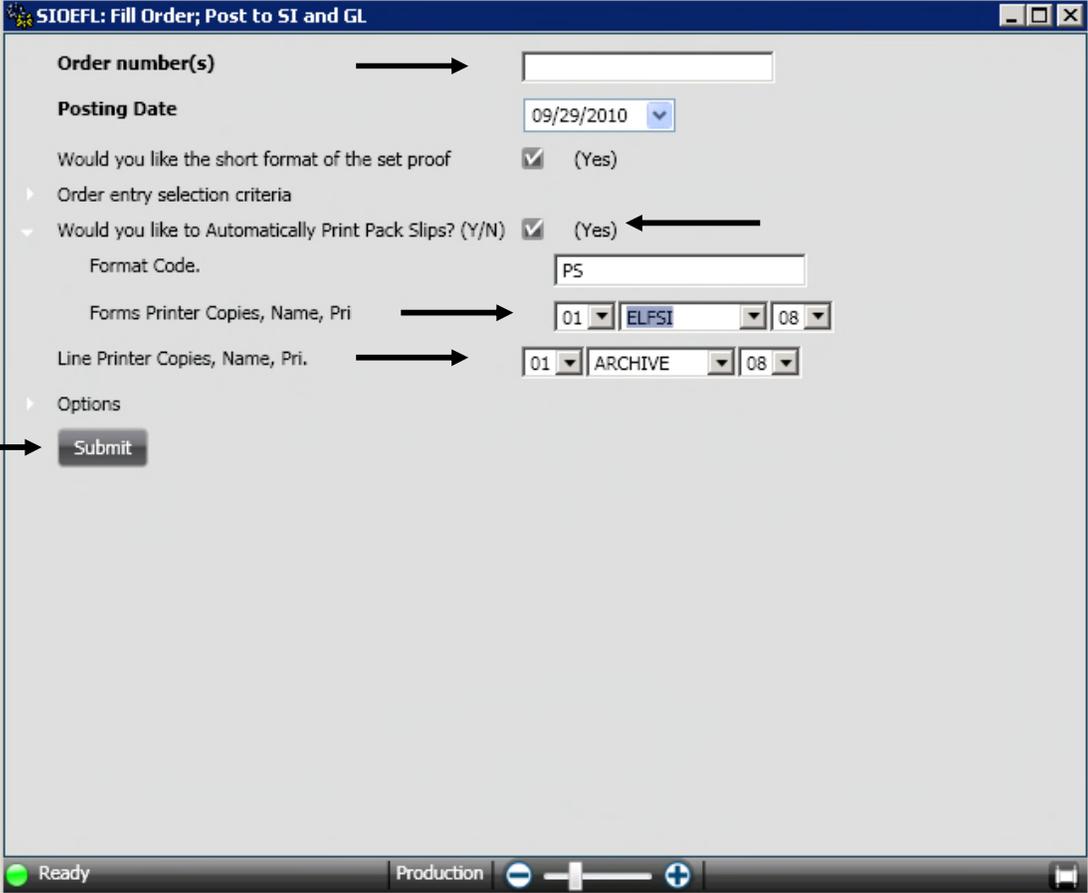
Make Sure the ELF Form is Loaded

Enter in the Order Number or a range of Order Numbers to Fill

If Packing Slips will be printed then click on the Check Box, Print Pack Slips. If they will not be printed then leave it unchecked and then Forms Printer will not show up
Select the Appropriate Printer. If using an ELF form for the packing slip then make sure to load the ELF form to the printer prior to hitting Submit
Forms printer will generally be **01 ELFSI 08**
Line printer will generally be **01 ARCHIVE 08**
Then Click on the **Submit** button

Go to the finance desktop and click on the plus sign next to the job

	Description	Job Number	Mask	Status
⊞	Classic Job: SIOEFL	210167	SIOEFL	Completed

Make sure the "**GL Posting Report**" displays and verify all distribution reports posted correctly

Below is an example of the report

If packing slips were checked then the packing slips will print to the printer

Section 6: Credit Returns

Section 7: Backorder Processing

Section 8: Inventory Information Screen-SIUPIN

(1) Type in **SIUPIN** to view the Stores Inventory Information Screen

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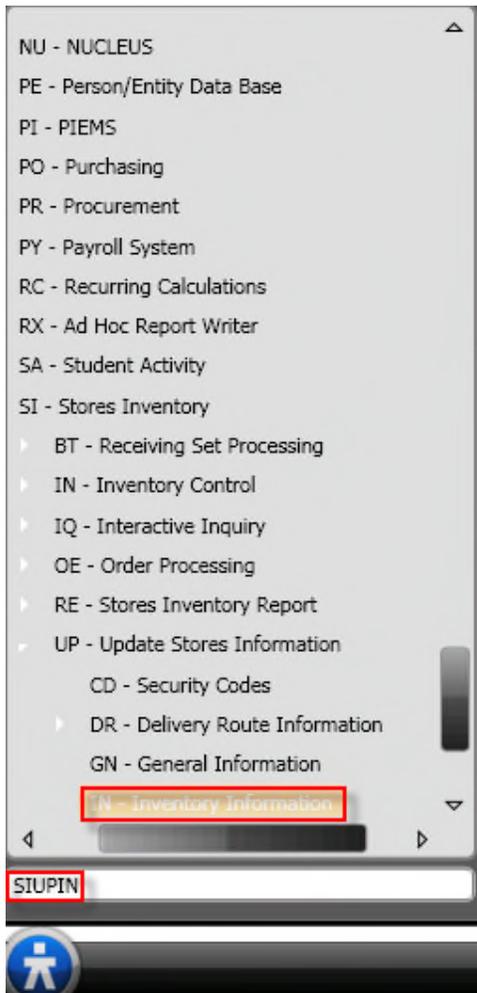
The following screen will display
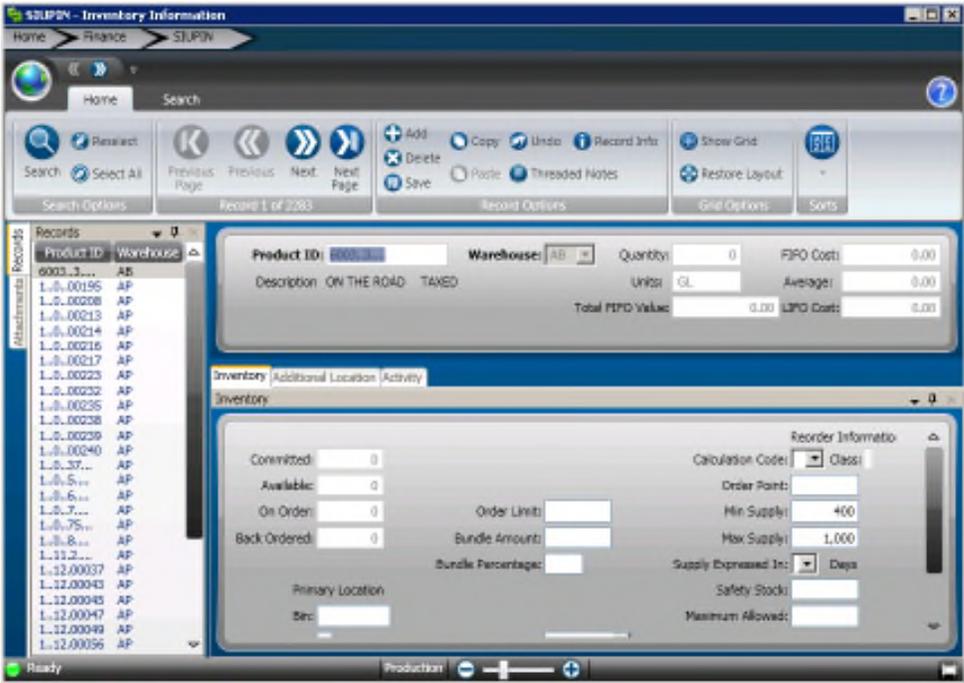
SIUPIN

Inventory Information

(2) Enter inventory specific product information into the Stores Inventory system in SIUPIN. Each item that is maintained in the Stores Inventory system will have inventory information associated with it. Also use the Inventory Screen to update the Stores Inventory information from PEUPPR.

Inventory Tab

(3) Use the Inventory tab page to update inventory details about a product. You must enter location information on this page if the product is a first-time addition to the inventory system.

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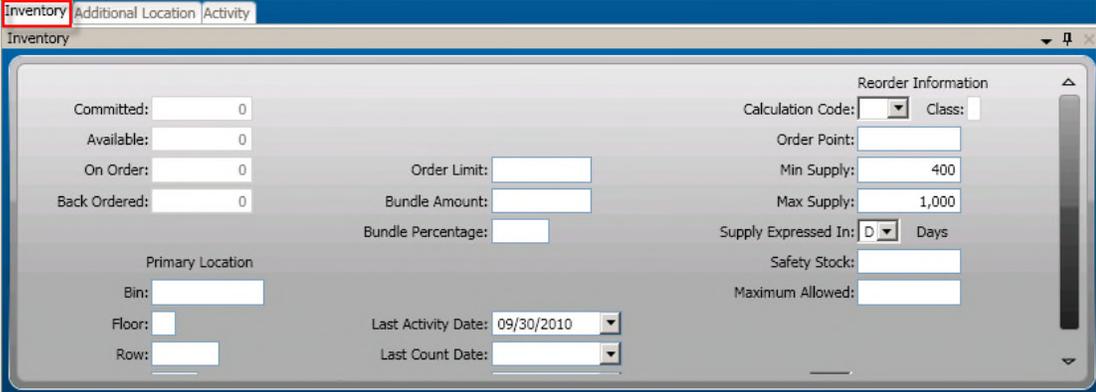
Section 9: Running Inventory Reports

Inventory Reports

(1) An inventory report can be run to verify the items uploaded and to view all items within a specific Warehouse using selection criteria or running the Warehouse catalog report.

- Items within Warehouses

Go to SIRESRIN to run the inventory report
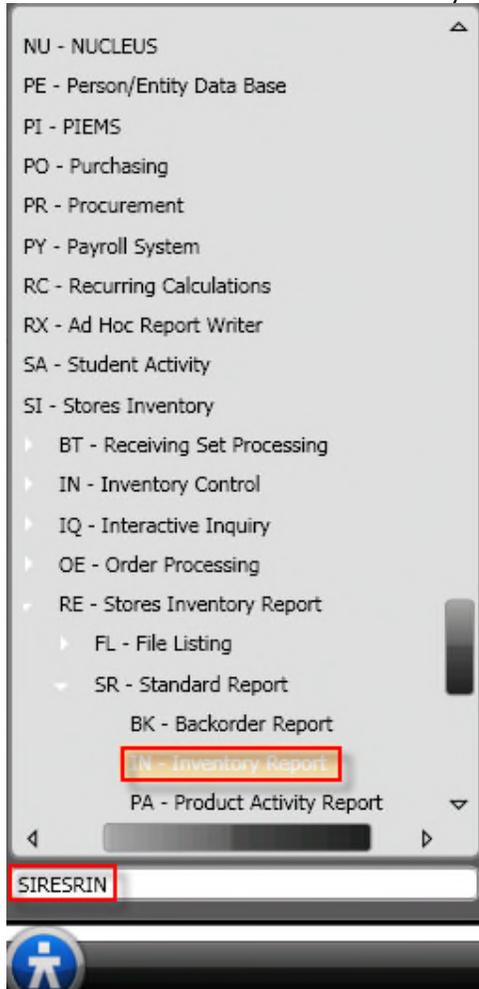
The following window will display
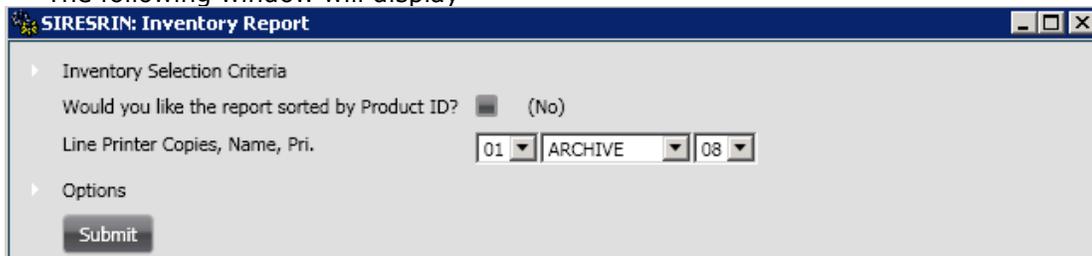
SIRESRIN

If no selection criteria are desired click the Submit button to archive the report to documents online

Sample SIRESRIN report

Section 10: Warehouse Catalog Report

Go to SIRESRWC to run the inventory report

- **Warehouse Catalog**
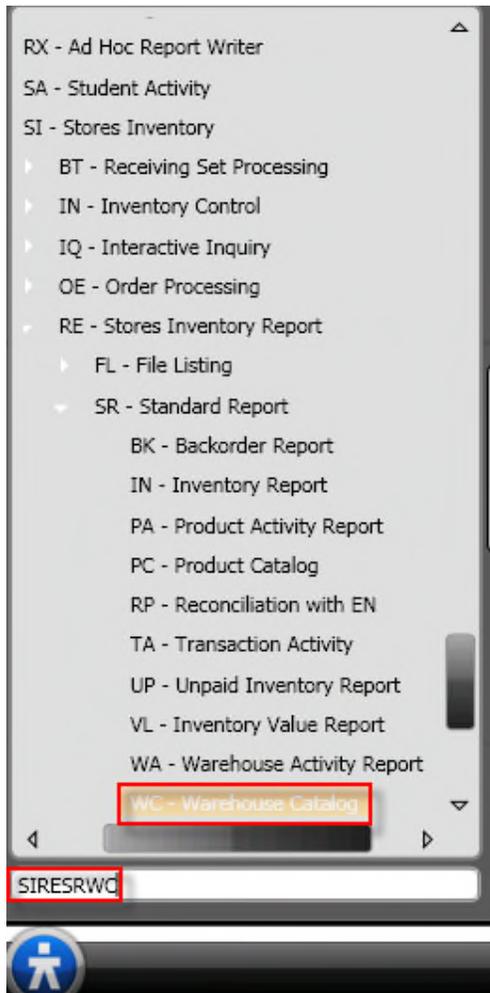
The following window will display
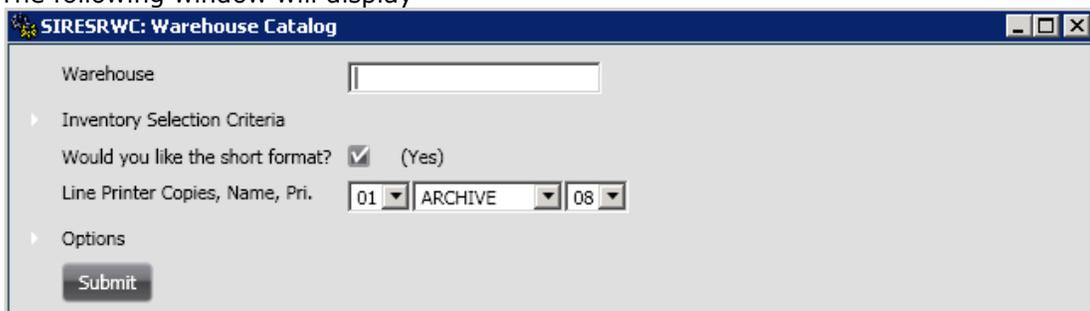
SIRESRWC

Type in the Warehouse you wish to view and then click submit

Sample SIRESRWC report

Section 11: Reorder Process

Choose from the selection criteria on which Warehouse to run the report for. This report provides what products in the warehouse are currently in hand. When order point is @10 and order of 5 are due to come from Purchasing. The system is recommending that we order 10 and if we do we will be left with 5 on hand.

It also has the ability to create Purchase Request for those items that need replenishing. The Common Code SIPR CREATE must be setup before the process can be run.

- **Reorder Process**
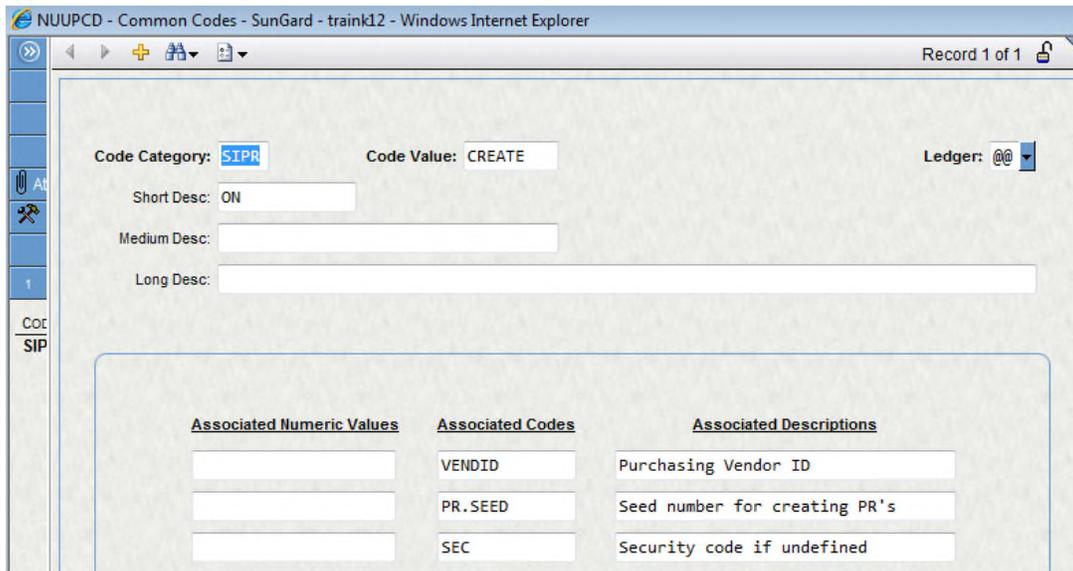
NUUPCD

1) Go to SIINOP from the finance desktop

RX - Ad Hoc Report Writer
SA - Student Activity
SI - Stores Inventory
  BT - Receiving Set Processing
  IN - Inventory Control
    CT - Inventory Count Functions
    OP - Calculate Reorder Points
    RL - Recalculate Reorder Levels
  IQ - Interactive Inquiry
  OE - Order Processing
  RE - Stores Inventory Report
    FL - File Listing
    SR - Standard Report
      BK - Backorder Report
      IN - Inventory Report
      PA - Product Activity Report
      PC - Product Catalog
      RP - Reconciliation with EN
      TA - Transaction Activity
      UP - Unpaid Inventory Report

SIINOP

The following window will display

SIINOP: Calculate Reorder Points

Inventory Selection Criteria
Number of years to use in calculating avg annual usage: `1`
Starting Date for analysis: `10/04/2010`
Percentage to use in calculating quantity. `0`
Would you like to create Purchase Requests for items ordered? (No)
Line Printer Copies, Name, Pri. `01` `ARCHIVE` `08`
Options
Submit

SIINOP

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Sample SIINOP report

```
CITY OF MONTGOMERY      10/05/10      O R D E R   P O I N T   C A L C U L A T I O N                          Page 1
TUE, OCT 05, 2010, 11:08 AM --req: SPS-------leg: GL GP--loc: ONSITE----job: 210345 #J225----prog: SI918 <1.23>--report id: SIRRORDR

SELECT  Warehouse Id: AP


Product ID         Product Desc           Whse On Hand   Units   Order Pnt On Order  Order Qty  New Qty  Calc Cd Annual Usage
================   ====================    ==== ========  ======= ========= ========= ========= ======== ======= ===============
1..22.00925        1456GP        FUEL      AP        0    EA              0         0         1        1  FX
1..23.00012        UMF-2150A HEADLIGHT WIGWAG F AP   0    EA              0         0         1        1  FX
1..25.00119        5660CCCC-CITY HIDE AWAY STRO AP   0    EA              0         0         1        1  FX
1..40.00028        RF163    COOLING FAN 03 AM AP     0    EA              0         0         1        1  FX
1..43.7....        DE1605 FORD RED          AP        0    EA              0         0         1        1  FX
1..7..00065        LM6T010 RACE FOR TRAIN WHEEL AP   0    EA              0         0        10       10  FX
1..75.00032        KIDE18D356B HEATER CORE REST AP   0    EA              0         0         1        1  FX
1..75.00062        5W1E18A91GA P/S ABS SENSOR C AP   0    EA              0         0         1        1  FX
1..75.00077        F02502200 D/S HEADLAMP C/VIC AP   0    EA              0         0         4        4  FX
1..83.00062        61317654603 SIDE STAND SWITC AP   0    EA              0         0         1        1  FX
1..93.00069        CLUTCH KIT ALL BMW       AP        0    KT              0         0         1        1  FX
1..98.00082        277KSPUR-R5RG 1" PTO     AP        0    EA              0         0         1        1  FX
```

Section 12: Warehouse Counts

Warehouse Count Process:
(1) Complete Warehouse Count (SIINCTIN)
(2) Cycle Warehouse Count (SIINCTIN)-typically used
(3) Create Count Files (SIINCTUB)

▪ **Complete Warehouse Count (SIINCTIN)**
NOTE prior to running the cycle Warehouse count in **SIUPWH** the cycle count section (number, frequency & expressed as) needs to be completed
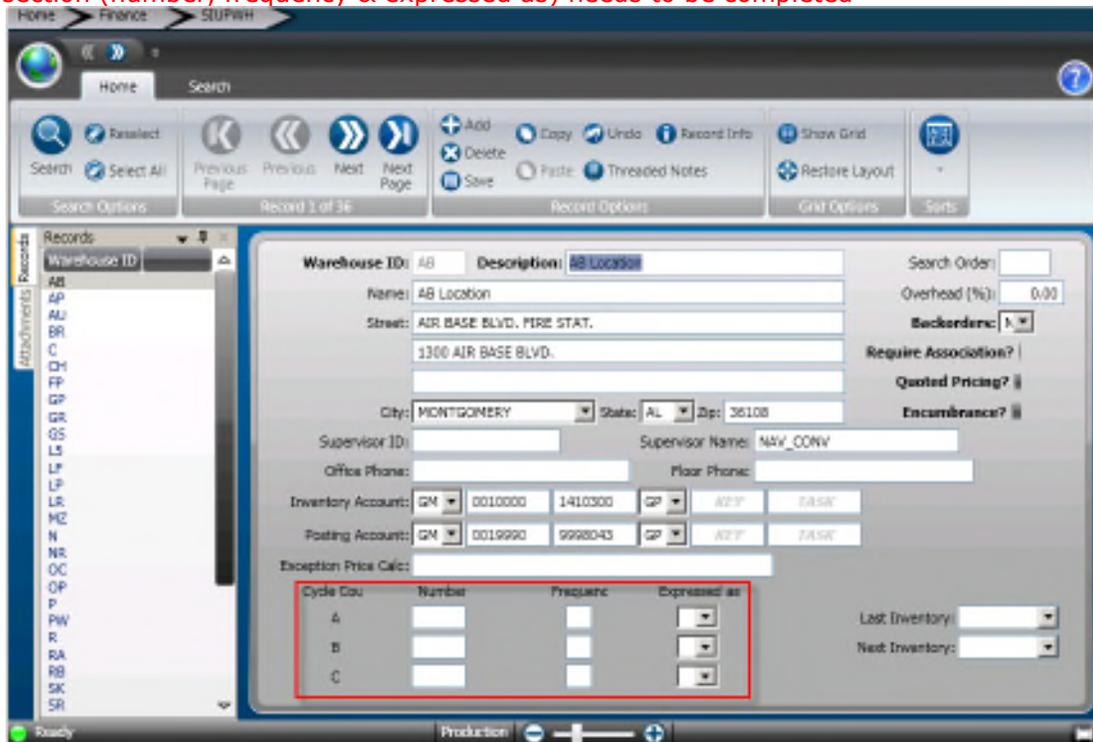
Once this section is completed go to SIUPCTIN from the finance desktop

WD - Browse Budget Warnings
UT - Utilities
PE - Person/Entity Data Base
PI - PIEMS
PO - Purchasing
PR - Procurement
PY - Payroll System
RC - Recurring Calculations
RX - Ad Hoc Report Writer
SA - Student Activity
SI - Stores Inventory
  BT - Receiving Set Processing
  IN - Inventory Control
    CT - Inventory Count Functions
      EX - Print Exception Report
      IN - Create Count Files
      LS - Load scan data into count
      PS - Post Exceptions to GL and
      RP - Reprint Count Files
      UB - Enter Quantities Counted

SIINCTIN

The following window will display

SIINCTIN: Create Count Files

Warehouse	
Which type of Inventory Count file would you like to Create?	CC ▾ Complete Warehouse Count
Inventory Selection Criteria	
Count file name	
Would you like the report printed?	☑ (Yes)
Options	
Submit	

Give the count file a name and click on the submit button to run a complete Warehouse count

Sample Warehouse Count Report

- **Cycle Warehouse Count (SIINCTIN)**

Run a cycle count (if the complete warehouse count is not set up-typically used) by selecting the drop down next to the question Which type of Inventory Count file would you like to Create?

Sample Cycle Count Report

Section 13: Count File Reports

(1) Once the cycle count or complete warehouse count is completed key in **SIINCTUB** from the finance desktop to view the count set

```
                WD - Browse Budget Warnings
    ▷   UT - Utilities
▷  PE - Person/Entity Data Base
▷  PI - PIEMS
▷  PO - Purchasing
▷  PR - Procurement
▷  PY - Payroll System
▷  RC - Recurring Calculations
▷  RX - Ad Hoc Report Writer
▷  SA - Student Activity
   SI - Stores Inventory
    ▷   BT - Receiving Set Processing
    ▽   IN - Inventory Control
        ▽   CT - Inventory Count Functions
                EX - Print Exception Report
                IN - Create Count Files
                LS - Load scan data into count
                PS - Post Exceptions to GL and
                RP - Reprint Count Files
                UB - Enter Quantities Counted

SIINCTUB
```

The following screen will display

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SIINCTUB

(2) Click open on the set that is highlighted to view the count file

(3) Once the set is opened the items display that have been counted

SIINCTUB

Reprint Count File

Key in **SIINCTRP** from the finance desktop

- ▪ **Reprint Count Files (SIINCTRP)**

The following window will display

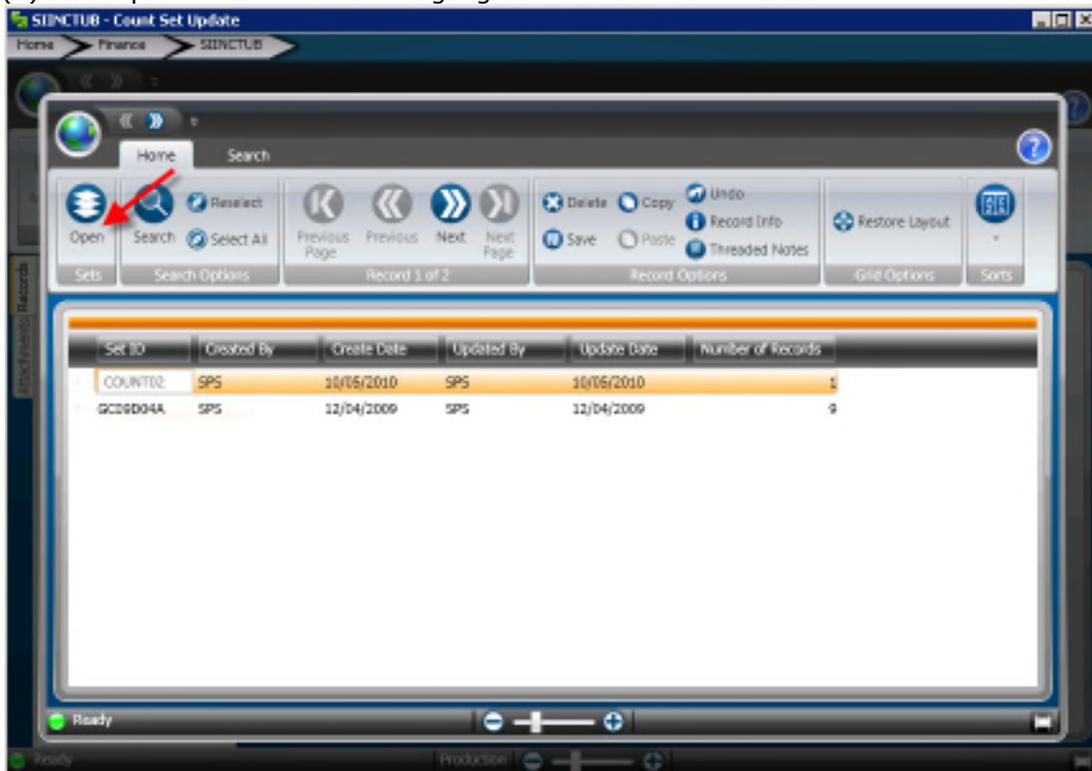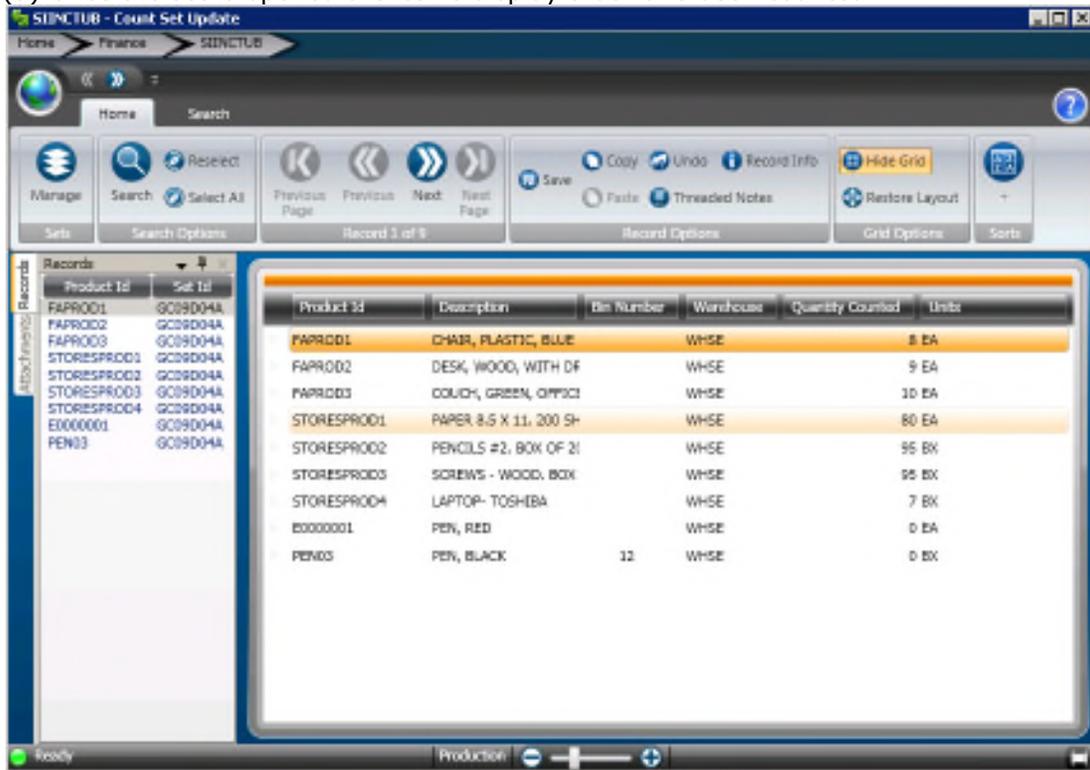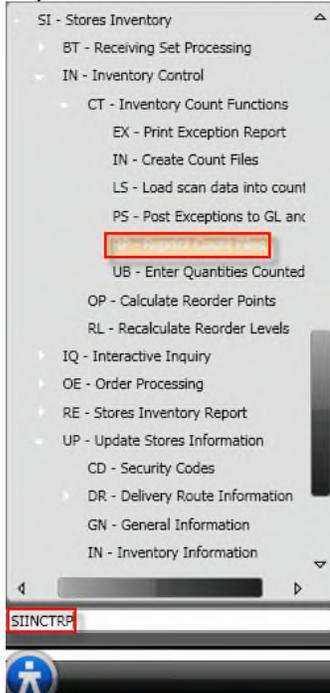Key in the count file name (set ID) and then click on the submit button to archive the count file report to documents online

Sample Reprint Count File report (looks just like the SIINCTIN report)

```
CITY OF MONTGOMERY          I N V E N T O R Y    C O U N T     COUNT02        Page 1
TUE, OCT 05, 2010, 12:17 PM -----req: SPS---------leg: GL GP-report id: SIRECNT-

Warehouse: AP      AP Location

Bin #          Product ID/
Fl  Row   Shlf Description                        Quantity    Notes
==============!================================!=============!=====================
      04         !1..0..00195              EA    !             !
B   56           !1675780C1 MUD FLAP IHC         !             !
----------------------------------------------------------------------------------
```