Inventory Stores User

Finance Training

Table of Contents

Introduction

The Inventory module is a tool to assist Departments in the recording and management of their central stores.

The Department's stores are effectively a holding area for goods and items that are used on a regular basis, by a variety of different sections within the Department. They allow departments to:

- a) hold a supply of these regularly requested items
- b) to purchase items more cost effectively – e.g. in bulk
- c) hold spares of items that are critical to the running of the department

In a similar manner the Inventory module is a holding area in the accounts system. It allows items to be purchased and be coded to just one account code in the Department's records until the true use of the item is known. This will normally be when it is "issued" from stock to a particular section, team, researcher or academic.

Once an item has been issued, its cost can then be transferred to the appropriate account code for that team etc.

Advantages of the Inventory Module

☺ Items and goods held in stores are assets of the University. Thus its use enables us to identify these assets, their location and value. This is vital for both insurance and security purposes.

☺ Departments are assisted in managing their Stores efficiently and cost effectively. The system provides details on the stock levels of individual items and how often items are turned over (i.e. how quickly they come in and get issued out) so we can ascertain:

- Are we keeping too much in stock?
- Have we got too little in stock?
- Do we need to re-order?
- How much should we re-order and when?
- Do we need to keep this item in stock at all?

Which Departments use the Inventory Module?

Not all Departments operate a central store, and for those that do consideration needs to be given to the size and purpose of the store. In general it may be appropriate to use the Inventory module if:

- a) store is at least £50,000 in value; and
- b) contains numerous items which themselves are issued to numerous people for use in different work areas and research.

Departments are welcome to contact Central Accounting in the Finance Division to discuss their suitability further.

Email   UFS_INV@admin.cam.ac.uk
Telephone   (7)66780

Access to the System

If your Department is using the Inventory module then Stores personnel will be issued one or a combination of the following responsibilities on the system (xx represents your Department code):

CAPSA xx: INV Stores User
CAPSA xx: INV Stores Supervisor
CAPSA xx: Stores Inquiry

Each responsibility has a different level of access within the system and therefore can perform certain processes.

To be able to raise purchase orders for stock items you will also need CAPSA XX: PO Buyer responsibility.

If you are a department that uses iProcurement please ensure that all non-stock items are raised via iProcurement and not PO Buyer.
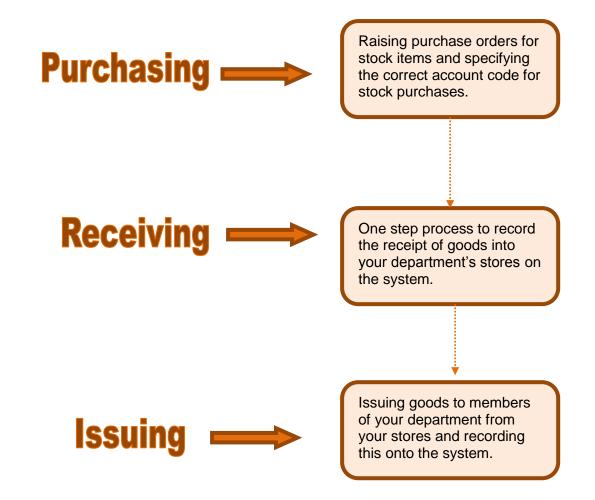
Using this Guide

This guide enables you to complete a process after you have read about it to consolidate your learning before moving onto the next stage.

To use this guide in that way you must use the PLAY login details that you would have been advised of by Finance Training.

Stores Processing Overview

Purchasing ➡️ Raising purchase orders for stock items and specifying the correct account code for stock purchases.

Receiving ➡️ One step process to record the receipt of goods into your department's stores on the system.

Issuing ➡️ Issuing goods to members of your department from your stores and recording this onto the system.
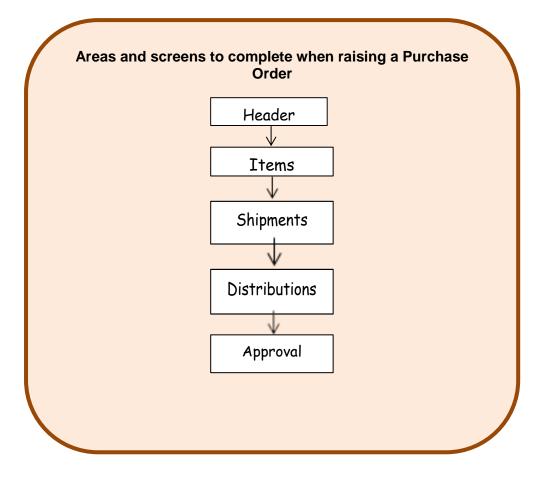
Purchasing

In order to buy goods from external suppliers the University uses Purchase Orders. Purchase Orders are raised on the UFS system and then sent out to the supplier forming a contract between the supplier and you for the provision of goods or services.

The Purchase Order number recorded on the system contains:

- **Supplier information -** Who are you buying from
- **Departmental information -** Which department are you in
- **Invoice and delivery addresses –** Where should the goods and the invoice be sent to
- **Delivery details –** When and in what quantities do you want the goods to be sent to you
- **Details of the goods being purchased -** What are you actually buying
- **Account code information -** Which account should the money be coming out of to pay for these goods.

When raising a Purchase Order there are several areas/screens to complete, the following diagram shows the steps to be completed and these steps will be individually covered in more detail.

Areas and screens to complete when raising a Purchase Order

Header
↓
Items
↓
Shipments
↓
Distributions
↓
Approval

The Header of the Purchase Order

1. Navigate to the Purchase Orders window to enter the details in the Purchase Order Header area of the screen. These details will be used for the entire order.

2. A number of fields will be automatically populated:
    *   **PO, Rev** - The system will provide the purchase order number automatically when the document is saved.
    *   **Created** - This date will default in automatically.
    *   **Type** - Accept the system default of Standard Purchase Order.
    *   **Buyer** - Your name will default into this field and cannot be changed.

3. **Supplier** – select the Supplier name from the List of Values.

4. **Ship-To, Bill-To** - use the List of Values to enter the ship-to and bill-to locations for this purchase order.

5. **Site -** use the List of Values to enter the site of the Supplier. The "Site" name links to the Supplier's address. If the supplier has only one site, the name will default into the Site field automatically.

6. **Description** - you may enter a description of this purchase order to assist when searching for this order using the Purchasing Summary screen (i.e., the screen to assist in finding purchase orders). This comment is for internal use only and does not print on the purchase order. You can use up to 240 characters.

7. **Status** – this field will update based on the stage of the order (e.g., Incomplete, Approved).

8. **Total** – the order's amount will automatically be calculated once the line(s) quantity and price are entered.

List of Values and the Wildcard

The System's wildcard character "**%**" will allow you to search on a list when only part of the information is known. Many variations are possible when searching for information in a list – several options follow:

- **To Open a complete list**   Open the list and enter "**%**" in the **Find** line to review the entire list.

- **To Open a list starting with "x"**   Open the list and enter the first [or several] character (s) of your search, followed by a "**%.**" Example**:** Supplier Name: type in "M%" to search for all suppliers that begin with "M," or type in "Hef%" to find all suppliers that begin with "Hef".

- **To open a list containing some characters**   Open a list and enter a part of the text that you are searching for. Example: Supplier Name: type in "%computer%" to search for all suppliers with the word "computer" in their title.

Exercise 1 – Completing a Purchase Order Header

❑ Log onto the Playground environment (http://ufs.admin.cam.ac.uk/) with the username and password that you were given by Finance Training.

❑ Click on your departments PO Buyer responsibility and select Purchase Orders, Purchase Orders

❑ Following the instructions given complete a Purchase Order Header for the Supplier - **STARLAB (UK) LTD**

❑ **Save** your work

❑ Note your Purchase Order number here: ……………………………

The Lines of your Purchase Order

Responsibility: **PO Buyer**
Navigate: **Purchase Orders ➔ Purchase Orders**

Line Information

The system will automatically provide a line number when you click in it. For each line of your purchase order you must complete the following fields.

1. **Line type** :   select either Goods, Services (if choosing Services, always use *Services Qty*) from the List of Values.

2. **Item** field   If you require a **stock item**, select the item from your list of values or enter the item number if known (NB, this is a long list so enter a partial segment of the item code to restrict the search).

Enter either a partial value in here to shorten the list or a wildcard to see

Once you have selected your Inventory item from the list it will automatically default information into some of the other fields such as category, description and unit of measure.

Alternatively, if you are ordering a **non-stock item** skip this field and go straight to the Category field.

3. **Description**   The item description will automatically display if you have entered an item number, if not enter a description of your choice.

4. **UOM**
(Unit of
Measure)   The UOM qualifies the quantity you enter on the purchase order line. This will default in if you entered an item number, if not enter a UOM of your choice using the List of Values.

5. **Quantity**   Enter the total quantity you are ordering for this item on this purchase order line.

6. **Unit Price**   Enter the unit price for the item, net of VAT.

7. Click on **Shipments**

Other fields are optional but useful ones in this region include:

- The **need-by** date when the goods/services are required by.

- The **supplier's item number** – catalogue number, list part code, anything that is unique to the supplier and would aid them to identify the goods being ordered.

Item Codes:
Before you can raise a purchase order for a stock item, it must be set up centrally to be included on the master inventory list. The item will then be available for you to access from the list of values. If you have a new stock item to be added to the existing list, then please discuss this with your stores supervisor before contacting Central Accounting in the Finance Division

Exercise 2: Completing the Purchase Order Lines

❑ Use the same purchase order number used for **exercise 1**

❑ Choose an item from your Inventory list (for suggested items to order specific to your department see appendix A)

❑ Order 4 of these items at an appropriate price.

❑ Enter a need-by date of next Friday and fill in a supplier item code if known.

❑ Now click on the **shipments** button at the bottom of the screen.

Shipments

1. The system automatically generates a line number for each line you create. Remember though that this is the number of the shipment line for the purchase order line you were originally in.

2. The system will default your inventory organization.

3. The system will enter the ship-to location for the shipment from the ship-to information entered on the purchase order header, which you can override using the list of values.

4. The default is the quantity from the corresponding purchase order line. If you decrease this quantity, the UFS Purchasing module will automatically fill in the next line so that both lines equal the total quantity ordered and that you have not yet placed on the shipment line. The UOM is displayed to the left of the quantity.

5. Enter the **date** when the requester needs the item.

The Shipments screen must be completed for each line of the purchase order. It consists of three regions:

Shipments   Allows you to split the shipment of the items on that line of the purchase order to different site addresses

Allows you to specify different need-by dates for items on that line of the purchase order, e.g. ordered 20 items, and you want 10 this week and 10 the next.

More   The invoice matching rules can be reviewed

Status   Useful screen for information purposes

Changing the VAT rate

Before the VAT rate can be changed the purchase order needs to be unreserved.

If it has already been approved:
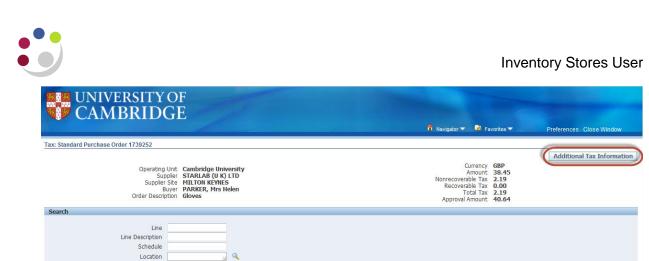*Click on the* **Approve** *button, check the* **Un-reserve** *box is checked and click* **OK***.*

1. Select **Actions** and then **Manage Tax.**

2. This will open up the **Buyers Work Centre.**

3. Select **Additional Tax Information.**

4. The tax rate can then be amended by line on the purchase order.

5. Clicking on the magnifying glass icon will bring up a list of tax code options.

VAT Codes:

VAT code	Replaces
NO UK VAT (Non-UK VAT)	ZR0.0% (Zero rated) EX0.0% (Exempt) Internal (Internal Order) Outside Scope (Outside Scope) EC0.0% (EC Zero Rate)

Where VAT is payable on a purchase there are two VAT codes; SR20%, EC20%

ME0.0% (Medical Exemption)
Medical Exemption is excluded from the changes because the existing code must still be used to generate the medical exemption certificate to be sent to the supplier.

Using the More tab

If your department uses numbered paper requisitions, then you can use the 'More' tab to enter the requisition number.

1. Accept the receipt closing tolerance of 0% percent for your shipments. The system will then automatically close a shipment for receiving if, the quantity received agrees with the quantity ordered.

2. Accept the invoice closing tolerance of 0% percent for your shipments. The system automatically closes a shipment for invoicing if the quantity invoiced agrees with the quantity received.

3. Accept the default invoice matching option of 3 Way, whereby ordered, received and invoice quantities must be matched. Do not change this to anything else or you will disrupt the whole receiving process.

4. The Accrue on Receipt check box is crossed automatically to indicate that the items on this purchase order line will be accrued on receipt.

5. **Save** your work.

Status Tab on Purchase Orders

This is a useful screen to view what is happening with the items that have been ordered.

Receiving Controls

There is a button at the bottom of the shipments screen marked **Receiving Controls**. When you click on the button you will get the following screen. You should not change any of the values within this screen unless you discuss them with your supervisor, but it is useful to know what they mean.

Direct Delivery Warning. Direct delivery signifies that when a receipt is entered against this purchase order, the goods should be received straight into the inventory module. If this is changed to any value (i.e. Standard) other than direct delivery, then the receiving process will involve a two-stage process instead of one.

Exercise 3 - Completing the shipments

- ❑ Again using the same purchase order, complete the shipment screen.
- ❑ Locate the More and Status regions, check those against the instructions you've been given above.
- ❑ Click onto the Receiving Controls, button and check that the Receipt Routing reads Direct Delivery.
- ❑ When you have completed all the fields **Save** your work*.*

Distribution lines

The Lines of the Purchase Order

Line Information

The system will automatically provide a line number when you click in it. For each line of your purchase order you must complete the following fields.

8. **Line type** : select either Goods, Services (if choosing Services, always use *Services Qty*) from the List of Values.

9. **Item** field If you require a **stock item**, select the item from your list of values or enter the item number if known (NB, this is a long list so enter a partial segment of the item code to restrict the search).

Enter either a partial value in here to shorten the list or a wildcard to see

Once you have selected your Inventory item from the list it will automatically default information into some of the other fields such as category, description and unit of measure.

Alternatively, if you are ordering a **non-stock item** skip this field and go straight to the Category field.

10. **Description**   The item description will automatically display if you have entered an item number, if not enter a description of your choice.

11. **UOM**
(Unit of Measure)   The UOM qualifies the quantity you enter on the purchase order line. This will default in if you entered an item number, if not enter a UOM of your choice using the List of Values.

12. **Quantity**   Enter the total quantity you are ordering for this item on this purchase order line.

13. **Unit Price**   Enter the unit price for the item, net of VAT.

14. Click on **Shipments**

> Other fields are optional but useful ones in this region include:
>
> - The **need-by** date when the goods/services are required by.
>
> - The **supplier's item number** – catalogue number, list part code, anything that is unique to the supplier and would aid them to identify the goods being ordered.

Item Codes:
Before you can raise a purchase order for a stock item, it must be set up centrally to be included on the master inventory list. The item will then be available for you to access from the list of values. If you have a new stock item to be added to the existing list, then please discuss this with your stores supervisor before contacting Central Accounting in the Finance Division

Distributions Window

The Distributions form is used to allocate costs for goods or services to different charge accounts. You can enter multiple charge accounts for each shipment line.

Use the Purchase Order Distributions window to enter distribution information for purchase order shipments and to view distributions that the UFS Purchasing module has automatically created for you. There are three alternative regions in the Distributions window: Destination, More and Project.

Destination tab

1. The system will automatically enter the line number for the distribution.

2. The system will automatically enter the destination type of **Inventory** for the majority of orders as the goods are to be received into the inventory module upon delivery.

> *The other destination type used is **Expense,** which relates to expense items that will not be received into the inventory module. An item can only be received into the inventory module if an Item code has been used.*

3. Use the **List of Values** to optionally enter the requestor's name and delivery location.

4. Enter sub-inventory of **ASSET** (you can do this by typing **ASSET** into the box and pressing the Tab key or selecting **ASSET** from the list of values)

5. The department's code for the purchase of stock items will default into the PO Charge Account field.

6. The system will automatically default the current date as the GL date.

Exercise 4: Distributions

- ❑ Using the same Purchase Order, click on the **Distributions** button
- ❑ Complete the necessary fields as outlined in the instructions.
- ❑ Enter a charge account of your choice ensure that the transaction code is correct.
- ❑ Locate the more region
- ❑ **Save** your work
- ❑ Close down all the screens to take you back to the Purchase Order Header.

Additional Information:

The system allows you to enter notes on a purchase order to the supplier and receiver. Discuss with your colleagues/stores man if they know where these notes can be entered. What might be the advantages of these notes? When might you use them?

Approving Purchase Orders

Every Purchase Order must be approved before it can be printed and sent to the supplier. Also the funds are not committed until the approval process is carried out.

PLEASE NOTE: - If you have a high enough purchasing limit, you do not need to send the Purchase order onto to someone else to approve. Just leave the **Forward** box **unticked** and click on the **OK** button*.*

 To approve or forward your purchase order

1.   Click in the **Reserve** field.

2.   Click in the **Submit for Approval** field.

3.   Click in the **Forward** check box as in the example above.

4.   This will un-grey the other boxes and your name will default into the box marked *Forward From.*

5.   The Approval Path will start with your department code so enter **XX** and press tab. Choose **XX_Purchasing** from the two options available.
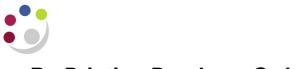
6. Enter the surname of the person you wish to approve the order into the **Forward To** box (in upper case) and press the tab key.

7. Click **Print**. There is a set up you can complete so that you don't have to tick the print box as the system will automatically print the order for you. Refer to Appendix C.

8. Click **OK** and a note advising you 'Your Budgetary Control action completed successfully' will display, just click **OK**.

9. Your purchase order status will change to Approved, Reserved if you approved it yourself, or to In Process if you forwarded it to someone else.

Exercise 5 Approving

❑ Using the same Purchase Order, click on the *Approve…* button

❑ Follow the instructions given and submit your order for approval

❑ Check that the status has changed

Re-Printing Purchase Orders

You can reprint purchase orders as often as you want using the Submit Request window. You can also print a particular range of purchase order numbers.

Printers
Ask a colleague in your department, which printer you should use and its name. You should then set –up this information in your Personal Profile. Refer to appendix C.

Reponsibility: **PO Buyer**
Navigate: **Reports ➔ Run**

1. *Submit a New Request* window will display.

2. Click **OK** to submit a Single Request.

3. Submit Request screen displays

4. **Name**: select the name from the **List of values** "**Print Purchase Orders (UFS)**"

5. Click **OK** and the parameter screen will display

6. Complete the **Purchase Order Numbers From and To** fields

Other options (only update if necessary):

- **Buyer:** Select a buyer name to restrict the report to a specific buyer
- **Release Numbers From/To:** To restrict the report range of releases, select the beginning and ending numbers.
- **Release Dates From/To:** To restrict the report to a release date range, enter the beginning and end dates.
- **Approved:** Select Yes or No to indicate whether the report is restricted to approved purchase orders.
- **Print Release Option:** Enter Y or N to indicate whether you want Blanket and Planned Purchase Order releases to be automatically printed with the Blanket and Purchase Order agreements.
- **Sort By:** Select one of the following options:
  - o **Buyer Name**
  - o **PO Number**

2. Click **OK** once relevant fields have been completed.

3. Click on the **Options** button.

4. Update the **Printer** name (if needed) and the number of copies to be printed (Note that the system will only allow one copy no matter what number you put in this box besides 0)

5. Click **OK**.

6. Click the **Submit** button and the Requests screen will display, where you can monitor the status.

7. Press the **Refresh Data** button periodically to "refresh" the screen and update the Phase and Status fields. These fields will remain green until the request has completed.

Exercise 6 Printing

- ❑ Using the same Purchase order that you have had approved

- ❑ Follow the instruction and re-print your Purchase Order

- ❑ File your order in this pack.

The Purchase Order processing is now complete; the next stage is Receiving.

Receiving

When the goods have arrived in your department, you sign a delivery note and place all of the goods in their relevant places in your stores. Within CUFS you also have to record the receipt of these goods electronically by creating a system receipt (Goods Received Note). It also means that you match the receipt back to the original Purchase Order. Most of the information is pulled through from the Purchase Order:

- **Item Number –** The inventory item code
- **Supplier information –** Who the goods should have be sent from
- **Quantity –** The amount waiting to be received on your Purchase Order
- **UOM**
- **Description –** From the Item / lines of your PO
- **Requestor –** Who has requested the order of these goods
- **Location –** Department code
- **Destination type –** Should read Inventory

Information that must be entered:

a) **Quantity -** Is this a part-delivery? How many goods have been received?

b) **Packing Slip Number –** Record the delivery note number on the receipt header

Areas and screens to complete when receiving goods on the system

> Find expected receipts

> Header

> Receipts

Find Expected Receipts

Responsibility: **INV Stores User**
Navigate: **Transactions ➔ Receiving ➔ Receipts**

1. You will need to select your departments inventory code from the list displayed.

2. In the *Find Expected Receipts* screen you can enter various parameters to try and locate the purchase order against which you want to receive the goods. The easiest way is to know/locate the Purchase Order Number.

3. Select **Supplier** as the source type; enter your parameters e.g. Purchase Order No and click **Find.**

   Some suggestions of useful fields to try are:

   - **Supplier**
   - **Date Range**

4. Once you have entered your search criteria in your chosen fields, click on the **Find** button.

If the purchase order is not approved then UFS and the Inventory module will not be able to locate the order number to receive the goods against. Approve the order before you continue.

Exercise 8 – Receipt your purchase Order

❑ Navigate to the **Find Expected Receipts** screen

❑ Enter the Purchase Order Number used in exercises 1 – 7

❑ Click on the **Find** button

Receipt Header

Once you have located your order the Receipt Header screen will display.

1. The Receipt number is automatically generated by the system when a new receipt is saved. If you are adding to an existing receipt type the number in here.

2. The Receipt Date and Received by fields default in from your log in but both can be overridden.

3. Complete the **Packing slip** field with the **delivery note number** and any other fields you think might be useful or that you have specific information.

4. Navigate to the Receipt itself, which is sitting behind the Receipt Header, by moving your cursor out of the header and over the receipt then clicking anywhere to bring the receipt screen forward.

Exercise 9 – Completing the Receipt Header

- ❑ Enter the details for a delivery note number 123456

- ❑ Enter any comments you feel relevant

- ❑ Click on the **receipts** screen besides the **header***.*

Entering Receipts

Once you have completed the Receipts Header screen and clicked on the other screen behind it, the Receipts window opens and displays all shipments from the purchase order.

There are six different regions to this window all accessed by tabs:
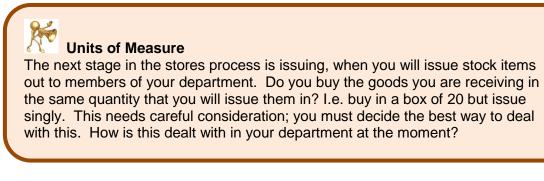
- **Lines**   - the main one that you will use.
- **Details**   - you can record the packing slip number here and comments if you wish or in the header as previously instructed.
- **Currency**   - view the currency the order was raised in.
- **Order Information**   - view more information from the order.
- **Outside Services**   - <u>not used</u>
- **Shipment Information** - can view more information about the shipment.

1. Select the line you want to receive, by clicking on the box on the far left-hand side of it. If you are receiving a quantity different to what was ordered you must overtype the Quantity field.

2. If you partially receipt an item, the next time you call up this receipt the quantity still due for the shipment is displayed. You can override this value if you are recording a partial receipt or an over-receipt.

3. The Unit of Measure is also displayed. You can change this if required and the receipt quantity is adjusted to reflect the new Unit of Measure.

Units of Measure
The next stage in the stores process is issuing, when you will issue stock items out to members of your department. Do you buy the goods you are receiving in the same quantity that you will issue them in? I.e. buy in a box of 20 but issue singly. This needs careful consideration; you must decide the best way to deal with this. How is this dealt with in your department at the moment?

4. **Save** your work! Go back to the Receipt Header screen and you will see that a receipt number has been generated.

5. Note your receipt number on the delivery note.

Exercise 10 – Completing the receipt screen

❑ Using the receipt that you have completed the header for.

❑ Receive 2 of the 4 items that you ordered as per the instructions above.

❑ **Save** your work

❑ Record your **r**eceipt number here _____

Forgot to make a note of your receipt number?

Don't panic if you have, you can find it again. Navigate to Transactions, Receiving, View Receiving Transactions. You will get the **Find Receiving Transactions** screen.

1. Using the field in this screen you can search on the PO number or the Supplier name.
2. Enter your information in the relevant fields.
3. Click the **Find button** and a list of the receipts against the order will display.
4. You can view the receipt by clicking on the **Transactions** button.
5. Click on **Header** button if you wish to review the receipt header.

Returns to Supplier

You must not receive goods on the system just to return them, only receive 'acceptable goods' on the system. Returning to the supplier should only be used if the goods need to be returned at a later date. If the goods are not acceptable, then let the supplier know before the receiving process, send them back and ask the supplier to adjust their invoice accordingly.

This process only returns the items on CUFS, you will still need to liaise with the supplier for the goods to be returned. You will only be able to return goods that have been received.

> **Responsibility:**   **INV Stores User**
> **Navigate:**   **Transactions ➔ Receiving ➔ Returns**

1. Using the screen shown above enter either the **Purchase Order Number** or the Receipt number that you want to return against.

2. Click on the **Find** button and the *Receiving Returns* screen will display.

3. Click in the box on the far left to highlight the line for the item you wish to return.

4. Type the number of items being returned in the **Quantity** field.

5. Use the list of values to fill in the **Return To** field, choose **Supplier.**

6. You may wish to enter a reason for the return, if so click on the **Details** tab and a screen similar to below will display.

7. Enter your reason in the **Comments** field.

8. **Save** your work. The processing for your return of goods on CUFS is now complete.

Exercise 11 – Returning goods to a supplier

❑ Use the receipt number created in exercise 10.

❑ Return 1 Item to the supplier.

❑ Enter a comment that the goods were faulty.

❑ **Save** your work.

This concludes 'Receiving from Suppliers' and 'Returning to Suppliers', the next stage is ISSUING.

Issuing and Returning Stock

The goods you ordered have arrived and been receipted on the system into your inventory module. They now form part of your department's stock list and will no doubt be sitting on the shelves in your stores, waiting for members of your department to request them.

When a member of your department requests some goods from your stores then you issue them with these goods and this has to be recorded on the system within your inventory module.

When issuing or returning items to stock, both processes will be carried out as **Stock Issues/Returns**.

There are three ways of issuing/returning items to stock:

- o To a departmental account
- o To a grant
- o To an account alias

All of these processes will be explained in more detail as you progress through the issuing and returning section of this guide.

When issuing you will need to know:

- **Item Code**   The Inventory Item Code
- **Quantity**   How many items are being issued
- **Sub-inventory**   Which sub-inventory it is in e.g. ASSET
- **UOM**   What Unit of Measure are you issuing in?
- **Account Code**   Which account are these goods being paid for?
- **Reference**   Present policy dictates that you enter the requisition number and the name of the person who collected the goods from stores

Entering a Stock Issue/Return to a departmental account

1. The miscellaneous Transaction screen will display, regardless of whether you wish to do an issue or return.

2. Leave the **Date** field with the default details.

3. Click into the **Type** field and click on the **List of Values**; choose either **Departmental Issue** or **Departmental Return**.

4. Click **OK**.

5. Click the **Transaction Lines** button.

Exercise 12 – Miscellaneous Transaction

❑   Navigate through to the Miscellaneous transaction screen

❑   Select the option for issuing – **Stock issues/returns**

❑   Click on the **Transaction Lines** button

1. Once you have clicked on Transaction Lines, depending on whether it is an issue or return, the relevant screen will display.
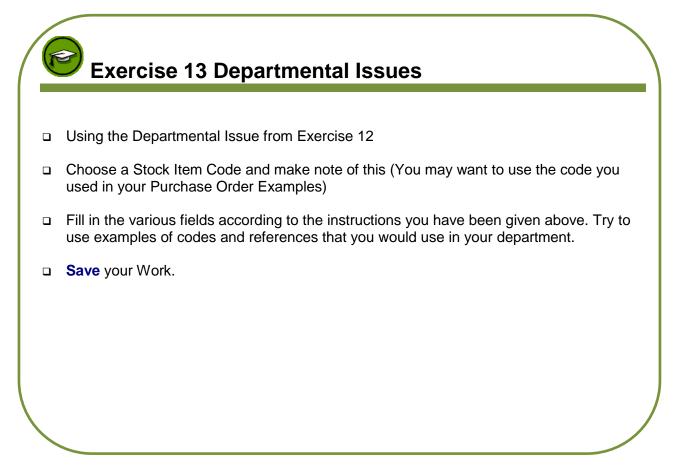
2. Enter the **Item Code** in the **Item** field and press the tab key.

3. Use the list of values in the **Subinventory** field and pick **ASSET.** If you work in Chemistry the **Subinventory** is **STORES_MA**.

4. You can see the quantities available and on-hand at the bottom of the screen together with a description of the item code.

5. The **UOM** pulls through from the master inventory list. *NB:* Make sure that you are issuing in the correct UOM.

6. Click **OK**.

7. Complete the **Quantity** field with the amount you are either issuing or returning.

8. If you work in the Department of Chemistry, complete the **Unit Cost** field.

9. Enter the departmental account code that the item(s) are to be charged to in the **Account** box.   If it is a return ensure you return it to the correct code.

10. Enter information in the **Reference** field. The recommendation is that you enter the **requisition** number and the **name of the person** you physically issued the goods to.

11. **Save** your work. The screen will go blank. Either enter your next departmental issue starting at step 1 or exit the screen.

Exercise 13 Departmental Issues

❑ Using the Departmental Issue from Exercise 12

❑ Choose a Stock Item Code and make note of this (You may want to use the code you used in your Purchase Order Examples)

❑ Fill in the various fields according to the instructions you have been given above. Try to use examples of codes and references that you would use in your department.

❑ **Save** your Work.

Entering a stock issue/return to an Accounting Alias

An Accounting alias is a pre-defined account code string that is given a reference name of your choice and which can then be selected from a list of values using this name. This will eliminate the need to enter and remember the coding every time you issue to a particular account and hence will save time and prevent errors.

Uses within the Inventory Module

They are particularly useful within the Inventory module if you issue stores to non-departmental sections, as they allow for the values of all issues to be collated into a suspense account within the general ledger. This suspense account is a holding account which should be cleared out each month by invoice (for internal and external customers)

To set one up

These can be set up centrally on your behalf – please contact the Inventory helpdesk:

      Email   UFS_INV@admin.cam.ac.uk
      Tel: 01223 (7)66780
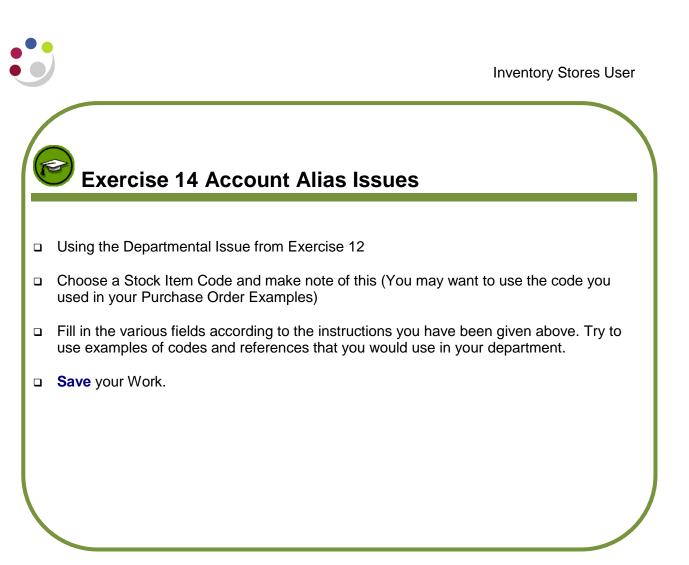
Using an Accounting Alias

Responsibility:	**INV Stores User**
Navigate:	**Transactions ➔ Stock Issues/Returns**

1. Once the Miscellaneous Transaction screen displays, select either **Account alias issue** or **Account Alias Receipt** in the **Type** field.

2. Click on the **List of Values** in the **Source** field and select the account alias you wish to issue.

3. Now click on **Transaction Lines** button and complete your issue in the normal way. You will notice that the Account field is 'greyed' out. You do not have to enter this information as it is pulled through from the 'Alias' that was created.

Exercise 14 Account Alias Issues

- Using the Departmental Issue from Exercise 12

- Choose a Stock Item Code and make note of this (You may want to use the code you used in your Purchase Order Examples)

- Fill in the various fields according to the instructions you have been given above. Try to use examples of codes and references that you would use in your department.

- **Save** your Work.

Entering a stock issue/return to a Grant

Within CUFS, a department is now able to issue direct to a Grant.

1. Ensure the transaction type is **Issue to Grant** or **Return from Grant.**

2. Source is INV GRANTS CTRL and will default in once you have completed the type field.

3. Click **Transaction Lines**.
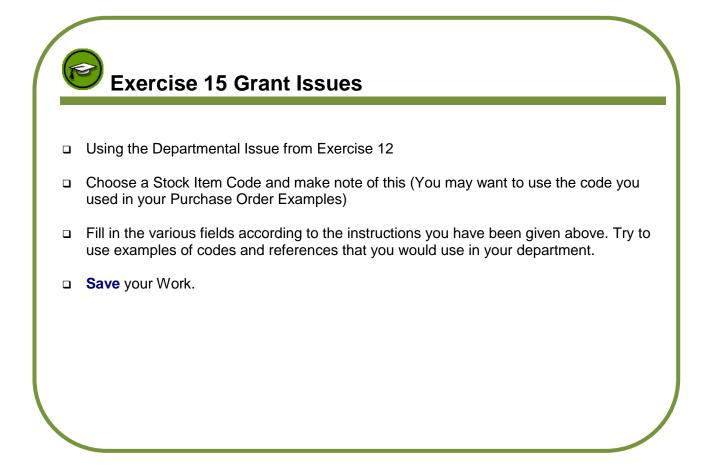
4. The screen will be titled UFS Grant Transactions.

5. Input the item code in the usual way, tabbing through and completing the relevant fields. Remember if you work in the Department of Chemistry, the **Subinventory** field is **STORES_MA** and to complete the **Unit Cost** field.

6. Input details of the Project, Task, Award, Expenditure Type (will always be Other Cost/Consumables) and Expenditure Org you are issuing or returning to. **ONLY** select your department's project codes from the list.

7. Input the **name of the person** you are issuing to/returning from in the reference field.

8. **Save** your issue/return once fields are completed.

Exercise 15 Grant Issues

❑ Using the Departmental Issue from Exercise 12

❑ Choose a Stock Item Code and make note of this (You may want to use the code you used in your Purchase Order Examples)

❑ Fill in the various fields according to the instructions you have been given above. Try to use examples of codes and references that you would use in your department.

❑ **Save** your Work.

If you require help relating to your Grants then please contact your Grants Administrator

Finding information

The system keeps details of all the entries and transactions for any particular stock item in *View Material Transactions.* This would be the equivalent of a paper stock record card. The information for the record card is pulled through from the Purchasing module as well as the Inventory module.

By querying the record for a stock item, you can see:

Transaction Date	The exact date and time that the departmental issue or return took place.
Transaction Quantity	How many items were involved in the issue or return.
Source Type	Where did this transaction come from (i.e. a Purchase Order – Number is displayed in the Source column)
Transaction Type	What type of transaction was this (i.e. a receipt from a PO, issue to department)
Distributions	The General Ledger codes involved in the receipt or issue.
Reference	This is pulled through from the miscellaneous transaction – should give you the requisition number and the name of the person who the items were issued to.
Transaction ID	Will give the Receipt number if the transaction was a PO Receipt.

The system also keeps a track of cost and price information for each stock item and pulls information through from the Accounts Payable module as well. You can run an Items Cost enquiry on a Stock Item Code and find the following information.

Unit Cost	Excluding VAT
Last PO Price	How much the item cost when it was last raised on order.
Invoice Price	How much the item cost when we last paid for it on supplier's invoice.

All the above information will help you when you next decide to order the item for your stores, by letting you know how much it should cost and how many you have in stock, as well as giving you an idea about how many items to buy in.

View Layer Cost Transaction

1. Amend the **transaction dates** accordingly.

2. Complete either the **Item** field with the stock item code or Source type.

3. Click **Find**

This screen shows you what layers are created or consumed for each transaction for stock item code HCA0001. Each time you click on a line the layer information will display at the bottom.

Item Costs Details (KAA)

Item [HCA0001] [...] GLOVES - DOMESTIC BLUE IN   UOM [Ea]
Cost Type [FIFO] FIFO Cost Type   Default Cost Type [FIFO]

☐ Use Default Cost Controls

Cost Controls

☑ Inventory Asset   Lot Size [1]
☐ Based On Rollup   MFG Shrinkage Rate [0]   [..]

Cost Information

Material	1.93120	Cost Category	HCA	
Material Overhead		Quantity	20	
Resource		Extended Value	38.62	
Outside Processing		Last PO Price	3.00000	
Overhead		Invoice Price	1.38667	
Unit Cost	1.93120	Make/Buy	Buy	
COGS Account	U.KA.KAAF.GAAD.EZZZ.0000		☐ Include In Rollup	
Sales Account	U.KA.KAAF.GAAD.LAAZ.0000			

[Views]   [Costs]

On-hand quantities

This view gives details of the stock quantities on-hand at any given time.

Press enter to open the materials workbench

Select the stock item that you want to view and click the availability button

Availability

Field	Value
Material Location	On-hand
Organization	KAA
Item / Revision	MBCC0153
Subinventory	ASSET
Locator	
Lot Number	
Serial Number	
Grade	
Cost Group	

Total Quantity

Primary 11 Ea   Secondary

Available to Reserve

Primary 11 Ea   Secondary

Available to Transact

Primary 11 Ea   Secondary

FIFO Costing method

The costing method in Inventory is FIFO (First in First Out). When receipting items into stores it receipts them as 'layers', each with its own cost and quantity.

Therefore, when issuing via FIFO it consumes the earliest receipted items first that still have a positive quantity balance.

The FIFO item cost is the weighted average of its layer items costs. Following the introduction of the new costing method and amendments you have more options available when it comes to querying information.

An example of using FIFO

Receipt Item: AKA0043

Layer 1: PO receipt   Quantity 10 @unit cost of £5.00 = £50.00

Layer 2: PO Receipt   Quantity 10 @unit cost of £5.75 = £57.50

Initial Valuation: total quantity of 20 with total value of £107.50. Weighted average cost is £5.38

Issue Item: AKA0043, quantity of 15, which consumes the following layers

Layer 1: Completely consumed, quantity 10 @ £5.00 = £50.00

Layer 2: Partially Consumed quantity 5 @ £5.75 = £28.75

Total value of issue= £78.75, with weighted average cost of £5.25

Exercise 16: FIFO Layer Costs

❑ Choose a Stock Item Code and make note of this (You may want to use the code you used in your Purchase Order Examples)

❑ Fill in the various fields according to the instructions you have been given above and view the information for that stock item.

Item Costs using FIFO

You can run an Items Cost enquiry on a stock item code and find the following information.

Last PO Price	How much the item cost when it was last raised on order.
Invoice Price	How much the item cost when we last paid for it on supplier's invoice.

Responsibility: **INV Stores User**
Navigate: **On-Hand, Availability ➜ Item Costs**

1. Once you have navigated and clicked **Item Costs**, the Find Item/Cost Type screen will display.

2. Complete the **Item** field with the stock item code you wish to look at.

3. In the **Cost Type** field, click on the **List of Values** and select **FIFO**.

4. Click **OK** and click **Find**, the Items Costs Summary screen will display.

5. Click **Open** and Item Costs Details screen will display where you can view information on unit, last PO, invoice price and remaining quantity as per example overleaf.

Item Costs Details (KAA)

Item	HCA0001	...	GLOVES - DOMESTIC BLUE IN	UOM	Ea
Cost Type	FIFO		FIFO Cost Type	Default Cost Type	FIFO

☐ Use Default Cost Controls

Cost Controls

☑ Inventory Asset

☐ Based On Rollup

Lot Size   1

MFG Shrinkage Rate   0   [..]

Cost Information

Material	1.93120	Cost Category	HCA	
Material Overhead		Quantity	20	
Resource		Extended Value	38.62	
Outside Processing		Last PO Price	3.00000	
Overhead		Invoice Price	1.38667	
Unit Cost	1.93120	Make/Buy	Buy	
COGS Account	U.KA.KAAF.GAAD.EZZZ.0000	☐ Include In Rollup		
Sales Account	U.KA.KAAF.GAAD.LAAZ.0000			

Views   Costs

Exercise 17: View Item Costs

❑ Run an Item Costs enquiry using the instructions given for any Stock Item Code that you are familiar with. Note the code used _____

❑ What was the Item's Unit Cost? _____

❑ What was the price for this item on the last supplier invoice? _____

❑ What price was this item on the last purchase order raised? _____

View Material Transactions

1. Enter a **date range**. The system will automatically default in with a 24 hour period.

2. Complete the **Item** field with the stock item code you wish to view in detail and **Tab**. The description of the item will default.

3. Click **Find** and a screen similar to below will display, where you can access different pages of information using the tabs.

4. Scroll along to the right of the screen and you will see many more fields that will provide you with information:

- o Owning Party
- o Transaction Date and Time
- o Transaction Quantity
- o Transaction UOM

6. Note that a **negative number** in the quantity will indicate a stock item issue. Whilst a **positive number** will indicate a Purchase Order Receipt into Stores or a return to stores.

7. Scroll further to the right and you will see the following fields.

- o Source Type
- o Source: PO number
- o Transaction Type

8. Click on the tabs for even more information:

- o Reason, Reference will show you any comments that you inputted at the issue/return stage.
- o Transaction Type will show you where the transaction originated from and whether it is an issue, return or receipt.

9. If you wish to view the account code the item was issued to then ensure you are in the relevant item line and click on **Distributions**.

10. Once you have clicked on Distributions for the relevant item line, the following screen will display. It will show you the account code information for the item.

Folders

Wherever you see this icon UFS will allow you to customise the way that this particular form looks on the screen. You can create your own view and save it as your personalised folder. To have a go at creating your own folder go to Appendix D and follow the instructions.

Exercise 18: View Material Transactions

- ❑ Run a Material Transaction enquiry on a stock item that you have used in your previous examples.

- ❑ Locate your original purchase order number and write it here _____

- ❑ Locate the Receipt number and write it here _____

- ❑ Locate the account code you issued the items to and write it here _____

- ❑ Locate the reference entered and write it here _____

View Transaction Summaries

The system keeps details of all the entries and transactions for any particular stock item.

In addition to viewing this information through the View Material Transactions screen, a summary of this information can be found in the new View Transaction Summaries screen.

Responsibility: **INV Stores User**
Navigate: **Transactions ➔ View Transactions Summaries**

1. Once you have navigated above the *Summarize Transactions* screen will display.

2. The following fields can be completed:
   - o **Dates:** The range of dates to include all inventory transactions.
   - o **Item:** Input the stock item code and the description of the item will pull through.

3. Delete the UOM field if it populates with either Ea or Each.

4. Click **Summarise** and the Transaction Summaries screen for that item will display.

5. Quantity and values will display for the item.

6. There are a couple of tabs that will provide you with more information:

   o **Transaction Type:** Shows total value and volume in and out as well as net value

   o **Action:** Simply shows you the actions taken for that stock item

7. If you click on **Transaction Details** then drills back down into the actual list of transactions associated to that particular item.

Investigating Potential Problems

It is important to monitor the inventory module and your stock receipts and returns regularly, so that any potential problems or discrepancies can be identified, the earlier you can identify any problems the easier they will be to resolve. It is also best to keep an eye on your average costs and make sure there have been no wild fluctuations without good reason. There are recommended daily and monthly investigations.

Daily Investigations

A report called the Daily Average Price Exception report was available when we used Average costing. Now that we have moved to FIFO costing, the report would error if it was run and not show any data. This is currently being looked into and a report will be available in due course.

There are two on screen enquiries that it may be useful to run and view on a daily basis

- o   View Material Transactions
- o   View Material Distributions

View Material Distributions

Responsibility: **INV Stores User**
Navigate: **Transactions ➔ View Material Distributions**

This enquiry will also enable you to search by date, however it will also show all of the double entry account codes and the transaction value.

1. Complete the **Transaction Dates** field.

As with View Material Transactions the date is the only mandatory parameter. If you leave the others blank then you will get all of the Material Distributions for the time period you have specified.

2. Various tabs containing information will display. The **Type** tab gives you an explanation of each Material Distribution and as with Material Transactions you can see the Source Type and various other details.

3. The reference, who you issued the item to, can be found in the **Comments** tab.

Rectifying errors

PLEASE NOTE: If you find any errors e.g. with price or UOM, you will have to return the goods on CUFS – this is a memorandum entry only, you do NOT have to physically return the goods. You will then have to re-receipt and/or re-issue them on CUFS with the correct information. This should then rectify the problem.

Should you have any queries or difficulties please contact the Inventory helpdesk on (7)66780 or email UFS_INV@admin.cam.ac.uk

Month End Reports

Material Account Distribution Detail (UFS)

This report lists all the issues to an account code within a specified time period. It is very useful to give this report to a budget holder or cost centre manager as it will list and detail everything issued to the account parameters specified.

How to run this report

Responsibility:	**INV Stores User**
Navigate:	**UFS Inventory Reports ➔ Material Account Distribution Detail (UFS)➔ Run**

1. Click **OK** to the Single Request screen.

2. Complete the **Name** field by typing in Material and **Tab**.

3. Click **OK** to the above report name.

4. The parameter screen will display for you to complete the **Accounts From** and **To** fields.

Subinventory Transfer (KAA)

Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
HCA0001		CONSUMABLE		ASSET		

Description GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-PAIR

Available 0 Ea   Secondary Available

On-hand 0 Ea   Secondary On-hand

Sub-inventories

A sub-inventory is a subdivision of an organisation representing either a physical area or a logical grouping of items such as a store-room or receiving dock. Every organisation needs at least one sub-inventory.

When an item is defined it is allocated to particular sub-inventories. If an item has a restricted list of sub-inventories you will only be able to transfer materials to those sub-inventories listed.

To see which sub-inventory an item is allocated to run the 'Item Definition Detail' report.

Transferring items in to and out of a Sub-inventory

To transfer items into and out of sub-inventories, you will need to know what items are stored in which sub-inventories and also the quantities thereof. To establish this information, you can run a report called 'Sub-inventory Quantities Report'.

Responsibility:	**INV Stores User**
Navigate:	**UFS Inventory Reports ➔ Subinventory quantities report ➔ Run**

1. Once you have navigated above, the **Submit Request** screen displays.

2. In the name field type **Sub** and press **Tab** and the reports that match will be listed.

3. Click on **Sub-inventory quantities report** and click **OK**. The parameters screen and system items screen will display.

4. Complete the **Sub-inventory From** and **To** fields by clicking on the **List of Values**.

5. Complete the **Low** and **High** fields with the stock item code/s and click **OK**. Parameters screen will display, click **OK**.

6. The Submit Request screen displays. You may wish to view the report first before you print it. Click on **Options** and ensure copies are **0**. Check the printer that is set up as well and amend if required. Click **OK**.

7. Click **Submit** and the Requests screen will display.

8. Click **Refresh Data** to update the phase to show as completed.

9. Click **View Output**. If you wish to print the report, close out of the report so that the Requests screen displays. Navigate to **Tools, Reprint**, amend the copies and printer if required and then click **OK**.

Once you have identified the items you wish to transfer, navigate to:

Responsibility:	**INV Stores User**
Navigate:	**Transactions ➔ Subinventory transfer**

1. Select your **FIFO organisation** from the list and the Sub-inventory Transfer screen will appear

2. You will need to identify a Date and time for the transfer (this cannot be future dated and must be in the exact format as shown above). You can do this by clicking on the **List of Values** and a calendar will display.

3. In the Type field select **Sub-inventory transfer** from the list of values.

4. Now click on **Transaction Lines** and Complete the following information:

   o The **Item** code
   o The **Sub-inventory** you are transferring from
   o The **Sub-inventory** you are transferring to

5. Then scroll to the right to complete:

   o UOM – The Unit of Measure
   o Quantity – The quantity to transfer
   o Reason – The reason for the transferral which must be selected from the list of values

6. **Save** your work and the transfer is completed.

Stock Takes

Each inventory department has to carry out a physical stock take at the 31st July as part of the year end procedures and update the Inventory module accordingly with the results.

However, there is nothing to stop you carrying out smaller stock takes throughout the year in order to manage your stores more effectively.

Practical hints and tips

Organising a cut-off period does not necessarily mean that you will have disruption to your normal counter services (ordering, booking in and issuing) but in practice halting things and having a dedicated and concentrated stocktaking period saves time and effort in the long run. Most importantly the cut-off must be accurate.

Plan Ahead

You will need to allow yourselves sufficient time to plan a cut-off period. A cut-off period will mean that you have a date at which you are recording the stock levels. It would make sense to tie this in with the end of an accounting period on CUFS i.e. As at the 31st Dec the stock level was…

In an ideal situation (if only) no issues or receipts would take place during your stock count, however this might prove too difficult. If it's not possible to bring things to a halt then try to have a good idea of what goods are expected to come in. Keep these items isolated from the main stock whilst the stock take takes place or alternatively mark them in some way so they are not counted.

Likewise (but a bit more difficult) with any issues during the stock take if you can work out what's likely to be issued then you can keep those items isolated or keep a track of what's issued and include it in the stock take. It may prove easier to ask people to anticipate their needs for a few days and issue it all in one go, effectively closing the issue service whilst you count, the practicality of this would depend on how long you think the stock take will take to complete.
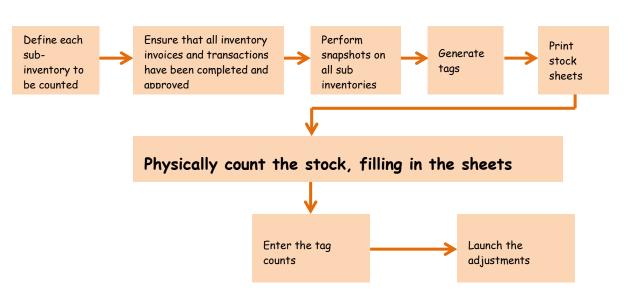
Things to consider

- o Are there any goods that do not belong to you on the premises? If so these will need to be isolated so they are not included in your stock count.

- o Are there any goods belonging to you that are not on the premises? If so you will need to make arrangements to quantify these items and include them in your stock count.

- o Will all of the items of a particular description be in one location? You may have pre-printed stock sheets, but it is generally best to count all the stock in an area and record that on the stock sheets, rather than move about the premises looking for stock line items from the stock sheet.

- o You need to ensure that all the goods you own are counted, but importantly that they are only counted once.

- o Do you have any perishable items? Things that may be passed their shelf life still in the stores, you will need to make adjustments for these accordingly. If you have Chemicals, have you got the COSHH sheets to hand that advises on shelf life?

- o If any items are damaged or you have obsolete stock for which the net realisable value is below cost, you will need to identify such items in the stock count, and consider their realisable value.

- o When deciding on your cut-off procedure, try to achieve as near to the ideal position as possible, otherwise you are going to have to make adjustments to calculate the correct cost of goods sold. If goods are included in the stock count, you need to ensure that the purchase cost is recorded in the period, and that the goods have not been recorded as sold or issued in the period.

- o Ensure that you carry out your stock take in accordance with Health and Safety regulations e.g. if you are using a lift or going up and down stairs.

Tips

- o Use a plan of the stock room to identify which stock sheets are for which area.

- o Pre-number stock sheets then count the sheets 'out' and count them all back in again.

- o Attach coloured stickers to stock items as they are counted, in order to identify them.

- o Generally helpful for stock counters to work in teams of two, one counting the stock and the other recording the count, including the units being used, e.g. feet, metres, single units, boxes of 10 etc.

Recording stock takes

Printing Stock Sheets

Responsibility: **INV Stores User**
Navigate: **UFS Inventory Reports → Physical Inventory Tag listing →
Run**

1. Click **OK** to Single Request.

2. In the **Name** field, click on the **List of Values** and select the request **Physical Inventory
   tag listing** and click **OK**.

3. In the **Parameters** screen click on the **List of Values**, choose the relevant Physical
   Inventory to be printed and click **OK** and click **OK**.

4. In the **Upon Completion** section click on **Options** and ensure the number of copies is
   set to 1 and that the relevant printer is in the Printer name field

5. Click **OK**.

6. Click **Submit**.

7. The request screen will display, click on **Refresh Data** to update the phase of your
   request.

8. The stock sheet should have printed off.

If your department has more than one sub-inventory, click on the "Submit New Request" button and complete steps 1 – 8 until all sub-inventory details have been printed.

Exporting

If you wish you could export this report into excel and manipulate it to include item descriptions and re-order to make the actual counting easier.

Entering Tags Counts

Once you have completed your stock sheets then you can enter the items on the system.

Responsibility: **INV Stores User**
Navigate: **Tag Counts**

1. You may need to select your departments FIFO organisation and click **OK**.

2. Select the physical inventory for which you wish to record the results of the count by clicking on the **List of Values** in the **Name** field and click **OK**.

3. Click on **Find** button and click on **Yes** when asked, "Query all existing tags?"

4. Start entering quantities for the relevant items and click on the down arrow ↓ after each entry.

5. Alternatively, go straight to the tag field on the first row and query an individual tag number.

Tag		Item	Rev	Subinventory	Locator	UOM	Qty	[ ]
1000	☐	AJBA0002		ASSET		Ea		
1001	☐	CK0003		ASSET		Ea		
1002	☐	HA0003		ASSET		Ea		
1003	☐	HBA0011		ASSET		Ea		
1004	☐	HBB0002		ASSET		Ea		
1005	☐	HBB0003		ASSET		Ea		
1006	☐	HBB0007		ASSET		Ea		

Physical Inventory Tag Counts (KAA)
Name: KAA_STOCK TEST 20 BD   KAA_STOCK TEST 20 BD
Snapshot Date: 10-DEC-2013
Default Counter: PARKER, Mrs Helen
Main | Detail
New Tag
Item Description: SCOTCH VIDEO CASSETTES VHS E180
Void All | Unvoid All

6.   Any additional items found during the count can be manually entered at the end (Similar to entering Transfers) with a new tag number for each line.

7.   When all have been entered **Save** your work.

Launching Adjustments

1.   From the Navigator screen double click on **Physical Inventory**.

2.   Click on **View, Find**

3.   Click on the line you want to launch adjustments for and click **OK**.

4.   From the **Tools** menu select **Launch Adjustments**.

5.   Complete the **Adjustment Account** field with the account code any variances are to be entered against.(Only one can be entered)

6.   Amend the **Adjustment Date** to be the same as the Snapshot date.

7.   Click **Launch Adjustments**.

8.   Click **OK** for any confirmation pop-up

You have now finished your stock take

Physical Inventory Accuracy Analysis Report

> **Pre-requisite**
> You will need to have taken a recent stock take and to have entered the relevant item details and counts on to the CUFS system.

Responsibility: **INV Stores User**
Navigate: **UFS Inventory Reports ➔Physical inventory accuracy analysis Reports ➔ Run**

1. Click **OK** to a Single Request and the Submit Request screen will display.

2. In the **Name** field, type in **Physical** and Tab. Reports starting with that name will display.

3. Select the report **Physical Inventory Accuracy Analysis** and click **OK**.

4. The parameters screen will display.

5. You then need to select the following parameters:

   o Category Set : **Inventory**

   o Physical Inventory: Using you list of values, you will need to select your departments most recent stock take from the list available.

   o Adjustment Value Sort Option: Select either Ascending or Descending (monetary value) using your list of values.

   o Include Rejected Items: Yes

6. Click **OK** and click **Submit**. An example of what the report will look like is shown on the following page.

Category	Item	Rev	System Qty	UOM	Count Qty	Adjmnt Qty	System Value	Count Value	Adjmnt Value	Pct
CAAA	CAAA0011	10.00		EA	0.00	-10.00	12.10	0.00	(12.10)	0.00
	CAAA0009	36.00		Ea	24.00	-12.00	20.98	13.98	(6.99)	-50.00
	CAAA0001	22.00		Ea	24.00	2.00	12.37	13.49	1.12	8.30
	CAAA0012	10.00		EA	24.00	14.00	5.79	13.89	8.10	58.32
	CAAA0002	12.00		Ea	24.00	12.00	8.23	16.46	8.23	50.00
	Category Total:						59.47	57.82	(1.64)	-2.84

- **Category**   The category type of item

- **Item**   The item number from the inventory module

- **Rev**   Not used by the University

- **System Qty**   The quantity of that item that the system has recorded

- **Count Qty**   The number of this item that was counted at the last stock take

- **Adjmnt Qty**   The difference between System and Count Qty that needs to be adjusted for.

- **System Value** The value of that item that the system has recorded (in £)

- **Count Value**   Value of this item that was counted at the last stock take (in £)

- **Adjmnt Value** Difference between System and Count Value that needs to be adjusted for.

- **Pct**   Percentage value of the difference between the Count Value and the Adjmnt Value.

Appendix A: Inventory List – suggested codes

Dept Code	Dept	Inventory Org	Inv item codes
DN	University Centre	DNA	CBC0033
			CEF0063
			CJD0016
			CK0014
			HA0041
DN	University Centre (Alcohol)	DNB	CADA0044
			CADA0058
			CAEA0034
			CAEA0041
			CAGB0008
KA	Physics	KAA	LS0003
			MBDA0074
			SFA0001
			UDEH9012
			UDK0001
MA	Chemistry	MAA	LHS0119
			LPE0031
			LPP0007
			SJA0055
			UDEH0017
PN	Vet School	PNA	DCA0005
			LKCJ0067
			LX0003
			UDHA0012
			UE0001
PT	Sainsbury Lab	PT	LHV0001
			LKCC0012
			LKCC0016
			LKCC0022
			LLA0053

Appendix B Notes on Purchase Orders – To Suppliers and Receiver

It is possible to enter a 'Note' to your supplier on your Purchase Order. If you would like to add a little extra information for your suppliers' benefit there are two places you can do this.

More Tab

1. Click into the line for the item and then click the More tab. It is possible to enter a note to your supplier in here, which is relevant to a particular line on the order.   It will print out directly beneath the line on your order, and there is a field for each separate line on the order as well.

2. Complete the **Note To Supplier** field with the relevant information.

Terms

1. Click on the **Terms** button if you wish to add a note to the supplier about the entire order.

2. Complete the Supplier note field. This will print out under the heading 'Instructions' on the purchase order. As such, it's probably for more general notes to your supplier, a note that is applicable to the purchase order as a whole.

The Receiver note field, if completed, will pull through to the receiving part of purchasing.

Therefore when you enter a receipt for goods on the system, you will be able to see the note left for you by the buyer.

Uses

The use of these fields depends largely on the way that your department is set-up and what you may or may not need to tell your supplier or receiver.

Commons examples, are delivery instructions and times in the notes to supplier, or directions. The receiver note could be advice on where to place the goods, who to contact when they arrive, or important handling instruction, e.g. that goods need to be placed in a refrigerator.

Appendix C: Personal Profiles

- *Allow you to change defaults within the system.*
- *Specific to user and contains information entered by the user who has signed onto the system.*
- *Examples may be changing printer*

1. Navigate to **Personal Profile** either from your task list on E Business Suite Home page or from Navigator once you have selected a task. A blank Personal Profile Value page will appear.

2. Press **F11** on your keyboard to put the screen into query mode and the first line should go blue

3. Enter **CAPSA%** and then press **ctrl F11** and this will display the options where you can default in the following fields:

   CAPSA GL… profile names (five in all) can be changed by clicking in the User Value field for the relevant profile name. Enter your own relevant account code segments. Not applicable for Accounts Receivable and within Accounts Payable and General Ledger it does not default in automatically you will need to select from list of values

   CAPSA PO… profile names relate specifically to Purchase Orders. You can enter your fax and telephone number by clicking in the user value and these will print at the top of your purchase order

   CAPSA PO Purchasing Limits profile name allows you to see what limit you have been given on the system.

   - a) Click into the User Value field
   - b) Click on the list of values icon
   - c) Your limit will default in automatically

5. Press **F11** on your keyboard to put the screen back into query mode and this time type in **CONCURRENT%** and press **ctrl F11** and you can default in the following:

   Concurrent Report Copies profile name allows you to change the number of copies set to come off the printer, without having to keep changing it in the request screens.

   - a) Click into the **User Value field**

   - b) Enter **1** in the field *(Even if you select a number higher than 1, you will still only get 1 copy).* If you are running a lot of reports then enter 0 in field so that it prints to screen first for you to view and then you can reprint if required

6. Press **F11** on your keyboard to put the screen back into query mode and this time type in **PRINTER %** and press **ctrl F11** and you can default in the following:

   Printer profile name allows you to set your own printer name in the User Value column by clicking in the user value field and use the list of values to select required

printer. Not all printers are compatible with CUFS so you may need to check with your computer office

7. **Save** your changes to update your personal profile.

Appendix D: Folder Tools

Folder Tools enable you to customise/personalise the way the forms look on the screen, and are available when the folder icon or folder menu appears on any of the CUFS module screens. The folder is specific and unique to the user who designed it and the form it relates to.

The University has set up some default folders that will automatically display when a user is on that screen. Below is an example of a folder tool that has been set as standard when processing an AP invoice (CUFS INVOICES).

Creating a custom folder

1. To create a custom folder either use the **Folder Menu** or the **Folder Tools icon** from the tool bar.

2. Once you have selected **Folder Tools** the relevant screen displays, with various icons.

Icon	Function	Icon	Function
	Opens a folder		Shrinks field
	Saves a folder		Show field
	Create a new folder		Hide field
	Deletes folder		Move left
	Widens field		Move right

Saving a custom folder

3. Once you have your screen as you wish, the next step is to save it so that every time you open that particular screen your custom screen will display.

4. Navigate to **Folder** from the Menu and click **Save As.**

5. Save folder screen displays, which you must update.

6. Give your custom folder a relevant name.

7. **Autoquery** should be **Never.**

8. **Open as Default :** tick if you wish for this.

   If **Public** was ticked then this would share your customised folder with the whole University. **DO NOT TICK this in conjunction with 'Open as Default'.**

9. Click **OK.**