



Introduction	4
Advantages of the Inventory Module	4
Which Departments use the Inventory Module?	
Access to the System	5
Using this Guide	
Stores Processing Overview	
Purchasing	7
The Header of the Purchase Order	8
The Lines of your Purchase Order	10
Shipments	12
Changing the VAT rate	13
Distribution lines	19
Approving Purchase Orders	23
Re-Printing Purchase Orders	25
Receiving	28
Find Expected Receipts	29
Receipt Header	31
Entering Receipts	33
Returns to Supplier	
Issuing and Returning Stock	39
Entering a Stock Issue/Return to a departmental account	
Entering a stock issue/return to an Accounting Alias	
Entering a stock issue/return to a Grant	
Finding information	47
On-hand quantities	50
FIFO Costing method	
Item Costs using FIFO	
View Material Transactions	57
View Transaction Summaries	61
Investigating Potential Problems	63
Daily Investigations	63
View Material Distributions	
Month End Reports	66
Sub-inventories	68
Transferring items in to and out of a Sub-inventory	68
Stock Takes	70
Practical hints and tips	
Things to consider	71
Tips	71



Recording stock takes	72
Printing Stock Sheets	
Now physically count the stock, filling in the sheets	73
Entering Tags Counts	73
Launching Adjustments	75
Physical Inventory Accuracy Analysis Report	76
Appendix A: Inventory List – suggested codes	78
Appendix B Notes on Purchase Orders – To Suppliers and Receiver	79
Appendix C: Personal Profiles	81
Appendix D: Folder Tools	83



### 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.

EmailUFS\_INV@admin.cam.ac.ukTelephone(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

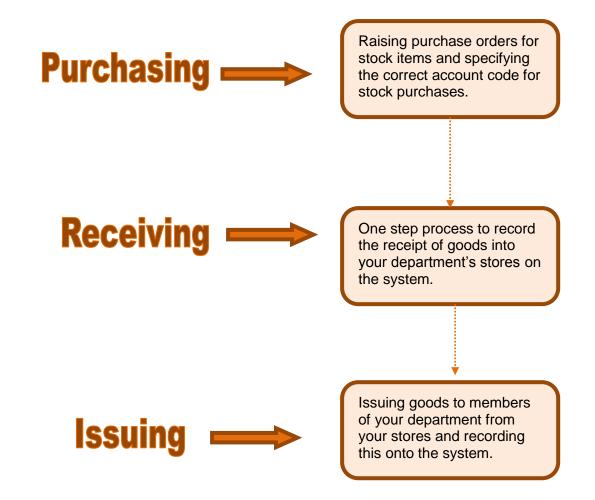
This guide enables you to complete a process after you have read about it to consolidate your learning before moving onto the next stage.

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









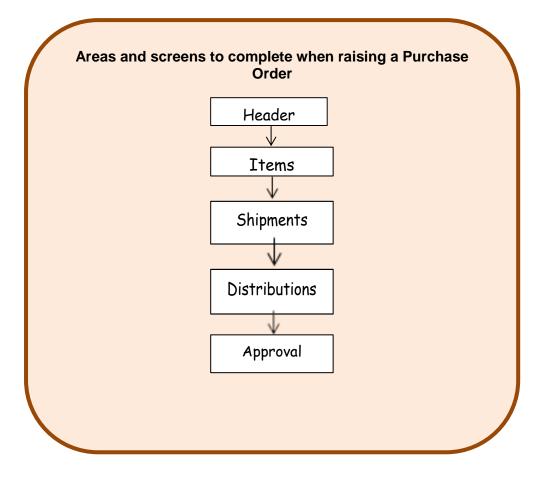


In order to buy goods from external suppliers the University uses Purchase Orders. Purchase Orders are raised on the UFS system and then sent out to the supplier forming a contract between the supplier and you for the provision of goods or services.

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.





### The Header of the Purchase Order

sponsibility: PO Buyer vigate: Purchase Orders → Purchase Orders
---

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.

	Unit Cambri	dge Univers	ity									
PO,	Rev			0	Туре	Standard Purchase Orde	r					
Supp	olier STARL	AB (U K) LI	ГD		Site	MILTON KEYNES		Cor	ntact Markhai	m, Joyce		H
Ship	р-То KA				Bill-To	KA Accounts Office 1		Curr	ency GBP			
Bu	iyer PARKE	R, Mrs Hel	en		Status	Incomplete			Total 0.00		[]]	1
Descript	tion Gloves											
Lines	Price Ret	erence R	eference Doo	uments	More	Agreement						
Num	Type	ltem		Rev	Category	Description	UOM	Quantity	Price	Promised	[]	
Num 2	Type Goods	ltem		Rev	Category	Description	UOM EA	Quantity	Price	Promised		
Num 2		ltem		Rev	Category	Description				Promised		
Num 2		ltem		Rev	Category	Description				Promised		
Num 2		Item		Rev	Category	Description				Promised		
Num 2		Item		Rev	Category	Description				Promised		
Num 2				Rev	Category	Description				Promised		
Num 2				Rev	Category	Description				Promised		
Num 2				Rev	Category	Description				Promised		
Num 2		Item			Category	Description				Promised		

- 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:

Open the list and enter "%" in the Find line to review To Open a complete list the entire list. Open the list and enter the first [or several] To Open a list starting with "x" 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 Open a list and enter a part of the text that you are some characters 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

lespo laviga			PO Buy Purcha		lers <del>-)</del> Purch	ase	Order	S			
rchase Ordel	rs - [New]									_ 🗆 ×	
Operating U	nit Camb	ridge University		Created	09-DEC-2013 11:15:40						
PO, R	lev 17391	96		Туре	Standard Purchase Order						L
Suppli	ier STAR	LAB (U K) LTD		Site	MILTON KEYNES		Conta	ict Markha	m, Joyce		
Ship-	To KA			Bill-To	KA Accounts Office 1		Curren	cy GBP			
Buy	er PARK	ER, Mrs Helen		Status	Incomplete		To	tal 0.00		[]]	
Descripti	on Gloves	3									
Lines	Price Re	eference Reference	Documents	More	Agreement					]	
Num	Туре	ltem	Rev	Category	Description	UOM	Quantity	Price	Promised		Lines order
1	Goods	HCA0001		HCA	GLOVES - DOMESTIC	Each	4	2.5			order
And	$\sim$		a church	1 mg		سر ا		m			

#### **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 Reduction Criteria for Long-List	×
Enter either a partial value in here to shorten the list or a wildcard to see	CUFS Inventory Items <b>HCA%</b>	

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** The UOM qualifies the quantity you enter on the purchase order line. (Unit of Measure) 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



- 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.



- 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

	0	3hipments - 1	1739198	6							
	6	Shipments	Mor	re	Status						₹
		Num	Org	Ship	·То	UOM	Quantity	Promised Date	Need-By	Original Promise	
			KAA	KA		Each	4		20-DEC-2013 00:00		
This is the inventory org field							[				
DO NOT amend											
						575 				Þ	1
		Line Num [	1	lten	n HCAOOC	11		GLOVES - DOMESTI	C BLUE INDUSTRIAL	NITRILE MED	DIUM-P.
								Receiving Contro	ols	Distributions	



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

#### If it has already been approved:

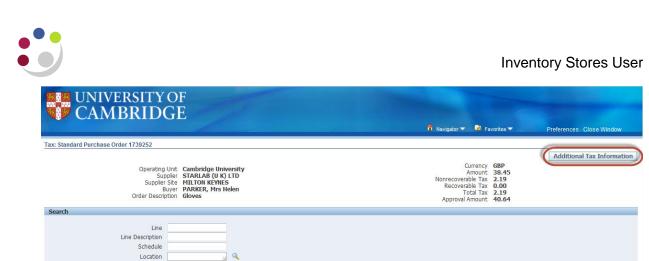
Click on the Approve button, check the Un-reserve box is checked and click OK.

O Purchase Orde	er Summary to	Purchase Orde	ers - 173869	2											_ 🗆 ×
Operating U	Jnit Cambrid	ge University			Created	27-S	EP-2013 10:12	50							
PO, F	Rev 1738692			0	Туре	Stan	dard Purchase	Order							
Supp	lier COME C	CLEAN LTD T/	A CCL SU		Site	CAM	1BRIDGE			С	ontact				
Ship	-To KA				Bill-To	KA A	Accounts Office	1		Cu	irrency Gl	ЗP			
Bu	yer HARPUR	R, Mr. Charles			Status	Appr	roved, Reserved	)			Total 39	7.50			] [ ] ]
Descript	tion STORES	S ORDER: 27/	09/13			~									
	_														
Lines	Price Refe	rence Refer	ence Docum	nents	More		Agreement								
															1
Num	Түре	ltem	1	Rev	Category		Description		UOM	Quantity	Price		Promised	1	1
1	Goods	HKA0007			НКА		REFUSE SAC	K (BLA	Box/2	30	13.25				IA -
															]입 .
	(4)													Þ	
ltem	HKA0007	RE	EFUSE SAC	CK (BL	ACK-50MIC	RONS	S)								
			Cat:	alog		Curr	rency		Ter <u>m</u> s		Shipi	ments		Approve.	

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

	er Tools Inquire Actions Windo		) Ø 🖗 I ?		5
Purchase Orders -					2
Operating Unit	Cambridge University	Created	28-JAN-2014 13:44:55		2
PO, Rev	1739252	О Туре	Standard Purchase Order		2
Supplier	STARLAB (U K) LTD	Site	MILTON KEYNES	Contact	Markham, Joyce 🏅
Ship-To	KA	Bill-To	KA Accounts Office 1	Currency	GBP
Buyer	PARKER, Mrs Helen	Status	Incomplete	Total	38.45
Description	Gloves				
Lines	Price Reference Reference D	ments More	Agreement	www.com	

- 2. This will open up the Buyers Work Centre.
- 3. Select Additional Tax Information.



Schedules	6o     Clear       bistributions     Clear										
Shipments Details Lin	ne Line Description	Schedule	Location	Amount	Nonrecoverable Tax	Recoverable Tax	Total Tax				
<del>Show</del> 3	Gloves	1	KA	5.00	1.00	0.00	1.00				
+ Show 4	GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM- PAIR	1	KA	5.95	1.19	0.00	1.19				

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

	CAMBRIDGE	siness Tax		navigator 🗸	🕞 Favorites 👻	Preferences Help Close Window
Add	ional Tax Information: Standard Purchase Order 1739252	1				
* In	licates required field		Name Cambridge University untry United Kingdom 🗊			Cance! Apply
Та	Determining Factors for Lines					
Œ	iearch					
Œ	iearch Description	Shipment	Location Tax Classification	Product Type		
Œ			Location Tax Classification	Product Type	J Q	
Eine	Description	1			<u> </u>	
Eine	Description Gloves GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-	1	KA (SR20.0%	GOODS		Cancel Apply

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

earch and	Select: Tax Classificatio	n		
				Can Sele
Search				
To find you	ur item, select a filter item	in the pulldown list and enter a value in t	ne text field, then select the "Go" button.	
Search By	Tax Classification Name	• % Gp		
Results				
				ious 1-10 💌 <u>Next 10</u> 📎
ielect	Quick Select	Tax Classification EC0.0%	Tax Classification Name Ec0.0%	
0		EC0.0%	ECU.0%	
0	-	EXEMPT	Exempt	
0		ZR0.0%	Zr0.0%	
0		ME0.0%	Me0.0%	
	-8	Services Tax	Services Tax	
0			Services Tax	
0		NO UK VAT	No Uk Vat	
0		EC17.5	Ec17.5	
0	-=	SR17.5%	Sr17.5%	
		SR20.0%	Sr20.0%	
0				
0		INTERNAL	Internal	
			S Previo	ious 1-10 💌 <u>Next 10</u> 📀
		11		•

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.

Distributions	- 1739196		,						
Destination	More P	roject						•	
Destination		loject							
	Requisition			Onlin	e				
Num R	Requesting Org	Number	Line		Rate Date	Rate	PO Accrual Acc F	FA?	
1					09-DEC-2013		U.KA.KAAF.GA		
								J	
•		30000					Þ		
PO Account	t Descriptions			D€	estination Account	Descriptio	ns		
Charge	UC.PHYSICS.Or	acle Inventory Acc	ount.Inv		Charge				
Accrual	UC.PHYSICS.Or	acle Inventory Acc	ount.In		√ariance				
Budget	UC.PHYSICS.Or	acle Inventory Acc	ount.Inv						
Variance	UC.PHYSICS.Or	acle Inventory Acc	ount.Inv						
Lines And S	Shipment Details								
Line Num		nipment Num		On	KAA	Ship-To	KA		
ltern			- DOMESTI		JE INDUSTRIAL NI		L	_	

- 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**

Shipn Shipr	nents - 1 nents	739196 More	Status	Quantitu							In the status screen you can see whether items have been
				Quantity							received
_	Num	Status		Ordered		Received	Cancelled	Billed			and/or
	1			4		0	0	0		<b>^</b>	invoiced
	î — ī						î			2	
		L				I	1	l		S	
							<u> </u>				
										•	
		•			0.5				F.		
Line	Num [	lte	m HCADO	01	GLC	OVES - DOME Receiving C		RIAL NITRILE ME		4-P.	

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.

Receiving Controls	2
Receipt Date Days Early Days Late Constraints Days Late Days Lat	If the goods are received 5 days early or late, the system will warn you of this
Over Receipt Tolerance Tolerance Action Warning	The purchase order is set up to warn if receipts against it are greater than the quantity ordered
Miscellaneous	4
Receipt Routing Direct Delivery Enforce Ship To None	This should read Direct Delivery

**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.



#### The Lines of the Purchase Order

	ers - [New		_									_ 🗆 ×	
Operating (	Unit Can	nbridge University			Created	09-DEC-2013 11:15:40							
PO,	Rev 173	9196		0	Туре	Standard Purchase Orde	er						
Supp	olier STA	RLAB (U K) LTD			Site	MILTON KEYNES		Contac	Markham	, Joyce			
Ship	D-To KA				Bill-To	KA Accounts Office 1		Currency	GBP				
Bu	iyer PAP	RKER, Mrs Helen			Status	Incomplete		Tota	0.00			[]]	
Descrip	tion Glov	/es											
Lines	Price	Reference Refer	ence Docur	mente	More	Agreement							I .
Lines	Price	Reference Refer	ence Docur	ments	More	Agreement							
													Lines
Lines	Туре	ltem		Rev	Category	Description			ice	Promised	_ []		
				Rev				· · · · · · · · · · · · · · · · · · ·		Promised			
	Туре	ltem		Rev	Category	Description		· · · · · · · · · · · · · · · · · · ·		Promised			
	Туре	ltem		Rev	Category	Description		· · · · · · · · · · · · · · · · · · ·		Promised			
	Туре	ltem		Rev	Category	Description		· · · · · · · · · · · · · · · · · · ·		Promised			
	Туре	ltem		Rev	Category	Description		· · · · · · · · · · · · · · · · · · ·		Promised			Lines order
	Туре	ltem		Rev	Category	Description		· · · · · · · · · · · · · · · · · · ·		Promised			Lines 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).



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** The UOM qualifies the quantity you enter on the purchase order line. (Unit of Measure) 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.



Num	Туре	Requester	Deliver-To	Subinventory	Quantity	P FA?
1	Inventory	PARKER, Mrs Helen	KA	ASSET	4	U 🔺 📗
5	4	00000000000				
) Accour	nt Descriptions		Destin	ation Account Descr	iptions	
Charge	UC.PHYSICS	S.Oracle Inventory Account	lm Ch	arge		
Accrua	UC.PHYSICS	S.Oracle Inventory Account	lm Varia	ince		
Budge	t UC.PHYSICS	S.Oracle Inventory Account	Inv			
Variance	UC.PHYSICS	S.Oracle Inventory Account	Inv			
	Shipment Detail					

#### **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.

Encumbrance			
✓ Reserve	□Unreserve	Unrese	erve Date
□ Use <u>G</u> L Override	e □ Use <u>D</u> ocument GL Date to Unreserve	Accoun	ting Date
Approval			
✓ Submit for Approx	oval	Forward From	PARKER, Mrs Helen
✓ Forward		Approval Path	KA_PURCHASING
		Forward To	· · ·
Note			
Change Summary			
ransmission Meth	ods		
□ <u>P</u> rint			OXML
□ F <u>a</u> x	FAX Number		O EDI
□ E- <u>M</u> ail	E-Mail Address		

**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.

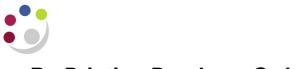


- 6. Enter the surname of the person you wish to approve the order into the **Forward To** box (in upper case) and press the tab key.
- 7. Click **Print**. There is a set up you can complete so that you don't have to tick the print box as the system will automatically print the order for you. Refer to 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.

	lers - 1739196									
Dperating l	Unit Cambridge Univ	/ersity		Created	09-DEC-2013	11:16:30				
PO, I	Rev 1739196		0	Туре	Standard Purc	chase Order				
Supp	plier STARLAB (U K	) LTD		Site	MILTON KEYI	NES	Cont	act Markham, Jo	оусе	]
Ship	o-To KA			Bill-To	KA Accounts	Office 1	Currei	ncy GBP		
Bu	uyer PARKER, Mrs	Helen		Status (	Approved, Res	served	Т	otal 10.00		] [
Descript	tion Gloves				<u> </u>					
Lines	Price Reference	Reference	Documents	More	Aare	ement				
Linoo		110101010100	Doodmonto		1 1910	omon				
Num	ltem	Rev	Category	Descrip	otion	UOM Quan	ntity Price	Promised	Need-By [	1
Num	Item HCA0001		Category HCA		otion S - DOMESTIC		ntity Price	Promised	Need-By [ 20-DEC-2	]
Num								Promised		
Num 1								Promised		
Num								Promised		
Num 1								Promised		
Num 1								Promised		
Num 1								Promised		
Num 1								Promised		
Num 1								Promised		
Num 1								Promised		
								Promised		

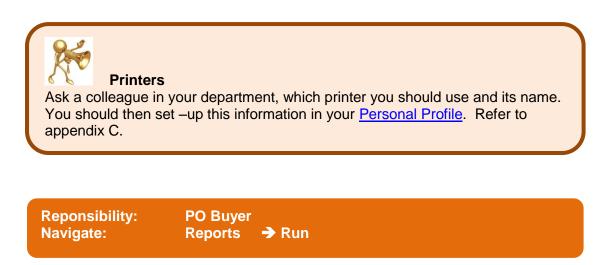
## Exercise 5 Approving

- 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.



1. Submit a New Request window will display.

🖸 Submit a New Request 🛛 🛛 🕅	
What type of request do you want to run?	2. Click <b>OK</b> to submit a Single Request.
Single <u>Request</u> This allows you to submit an individual request.	3. Submit Request screen displays
• Request Set This allows you to submit a pre-defined set of requests. OK Cancel	



Run this Request.

At these Times

Upon Completion

Help (<u>C</u>)

Name

Layout

Notify

Print to

Run the Job As Soon as Possible

Save all Output Files

Operating Unit

Parameters Language

Inventory	Stores	User

Сору.

Debug Options

Delivery Opts

Cancel

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

( L<u>a</u>nguage Settings..

Submit

- **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
  - 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.



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 scre	ens to complete when receivir system	ng goods on the
	Find expected receipts	
	Header	
	Receipts	



### Find Expected 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

Find Expected Receipts (I	KAA)			
Supplier and Internal	Customer			
Operating Unit	Cambridge University	·		
Source Type	Supplier -			
Purchase Order	1739196		Release	
Line	· ·		Shipment	
Requisition		Line	Shipment	
Supplier	STARLAB (U K) LT		Supplier Site	
			🗆 Inclu	de Closed POs
Receiving Location				
0				
ltem Date Ra	nges Shipments	Destination		
ltem, Re	ev			
Catego	ry			
Descriptio				
Supplier Iter	m			
(	<u>U</u> nordered		<u>C</u> lear	(Find

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



	O Receipt Header (KAA)					
		• <u>N</u> ew Receipt			O Add To Receipt	
	Receipt			Receipt Date	09-DEC-2013 13:15	
Enter the delivery note — details in here	Shipment			Shipped Date		
	>Packing Slip			Waybill/Airbill		
	Freight Carrier			Bill of Lading		
	Containers			Received By	PARKER, Mrs Helen	
	Supplier	STARLAB (U K) LTI	)	]		
	Comments					[]]

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.

Receipts (KAA)					_ 0	
Receipt Header (KAA)						
	New Receipt     ■		O Add To Rece		r 1	
Receip	it 🗌 .	Receipt Date	09-DEC-2013	13:16		
Shipmer	ıt 🗌	Shipped Date				
Packing Sli	p	Waybill/Airbill				
Freight Carrie	ır	Bill of Lading				
Container	s	Received By	PARKER, Mrs	Helen 🔶		
Supplie	r STARLAB (U K) LTD					
Comment	s			[ 🗌 ] 💾		
					]	
Operating Unit	Cambridge University		Order Type	Standard		
Supplier	STARLAB (U K) LTD		Order	1739196		
Item Description	GLOVES - DOMESTIC BLUE INDU	JSTRI,	Due Date	20-DEC-2013 00:00		
Destination	KA-PARKER, Mrs Helen-ASSET-		Hazard			
Header Receiver Note			UN Number			
Shipment Receiver Note			Routing	Direct Delivery		
	Lot - Serial	<u>C</u> ascade	Expres	s He	ader	



## 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.

Lines	Deta	ails	Curr	ency	Order Inform	nation	Outside Services	Ship	oment Information	
Quest		Secondary			nation	ltem		Dau	Description	r 1
Guant	ity UOM 4 Each	Quantity		Type Inven	tony	HCADO	10.1	Rev	Description L	HA
•	4 Lacii			IIIVEI	tory					HT
						l				
* -				•					Þ	
Operating Unit Cambridge University			1	Order	Түре	Standard				
Supplier STARLAB (U K) L1			TD		ĺ		Order	1739196		
Item Description GLOVES - DOMES			ESTIC BLU	JE INDUSTRI	1	Due	Date	20-DEC-2013 00:00		
Destination KA-PARKER, Mrs H			s Helen-A	SSET-		н	azard			
Header Receiver Note					UN Nu	ımber				
Shipment Receiver Note					R	outing	Direct Delivery			

There are six different regions to this window all accessed by tabs:

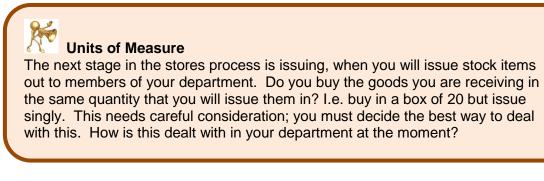
- Lines
- Details

- the main one that you will use.
- 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.
  view more information from the order.
- Order Information
- not used
- Outside Services I
- 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.



Receipts (KAA)						_		
Lines Details Cum		cy Order Information Outside Services		s Ship	Shipment Information			
Quantity UOM	Quantity UOM	Type Inventory	Item HCADD01	Rev	GLOVES - DOMES			
						$\exists$		
						HŢ		
	][]		1		D			
Operating Unit	Cambridge Univers	ity	Orc	er Type	Standard			
Supplier	STARLAB (U K) LI	ГD		Order	1739196			
Item Description	GLOVES - DOMES	STIC BLUE INDUSTRI	D	ue Date	20-DEC-2013 00:00			
Destination	KA-PARKER, Mrs	Helen-ASSET-		Hazard				
Header Receiver Note			UN	Number				
Shipment Receiver Note			]	Routing	Direct Delivery			
Shipment Receiver Note	Lot	t - Serial	<u>C</u> ascade	Routing Expre		ader		

- 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.



- 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 receipt 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: Navigate:	INV Stores User Transactions → Receiving → Returns	
Find Returns (KAA) Supplier and Internal C	L 🗆 🗙	
Operating Unit Cam	nbridge University	
Item Date Ranges Item, Rev Category Description Supplier Item	Transaction Details Shipments Destination	
	<u>Clear</u> Find	

- 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.



#### **Inventory Stores User**

Receiving Returns	(KAA)										
Transactions	Deta	ails	Retu	n From	Order Inf	ormation	Outside Service	es			
Quantity		econdary Quantity	UOM	Return To		Supplier/C Location	Customer/	RMA Number	ltem		
	Each								HCA0001		
		]									
					l						
							/		Л		
							2				
Оре	erating Unit	Cambrid	ge Unive	ersity				Receipt	4373		
	Supplier	STARLA	B (U K)	LTD			Order 1739196				
ſ	Description	GLOVES	s - dom	ESTIC BLU	JE INDUST	ſRI,		Parent Type	Deliver		
ſ	Destination	PARKER, Mrs Helen-KA-ASSET-					Routing	Direct Delivery			
Header Red	ceiver Note					(	Current Location	KA			
Shipment Red	ceiver Note							Hazard Class			
									Lot	- <u>S</u> erial	

- 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.

0	Receiving Returns	(KAA)									<b>_ </b>
	Transactions	D	etails	Retu	urn From	Order Inform	nation	Outside Services			
		-	Secondary				Suppli	ier			
	Quantity		Quantity	UOM		Reason	Lot		Comments		
[	2 2	Each			3 14:03				Damaged		
[	□ []										
[	⊐ []										
[											
[											
[											
[											
										1	
	One	rating Ur	nit Cambrid	ae Univ	ersitv		1		Receipt	4373	
		Suppli		-			Order 1739196				
	г	Descriptio				BLUE INDUSTRI				Deliver	1
		Description GLOVES - DOMESTIC BLUE INDUSTRI Destination PARKER, Mrs Helen-KA-ASSET-			1	Routing Direct Delivery					
	-	Header Receiver Note			i	Cu	rrent Location	KA			
	Shipment Red						1		Hazard Class		
	Shipment Ket	eiver ivu							1 182810 01855		J
										Lot - <u>S</u>	erial

- 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
- To a grant
- 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.

🗢 Miscel	laneous Transa	iction (KAA)	<b>E E</b> X
	— Transaction		
	Date	09-DEC-2013 14:17:34	
	Туре		
	Source		
	Account		
		□ <b>Serial-Triggered</b> □ LPN-Triggered	
		Transaction Line	s

- 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.

ltem	Rev	Subinventory	Locator	Lot	Expires On	UON
	· _	]	][]			
		<u> </u>				
			/ [		л	
Description						
Available				condary Availabl		

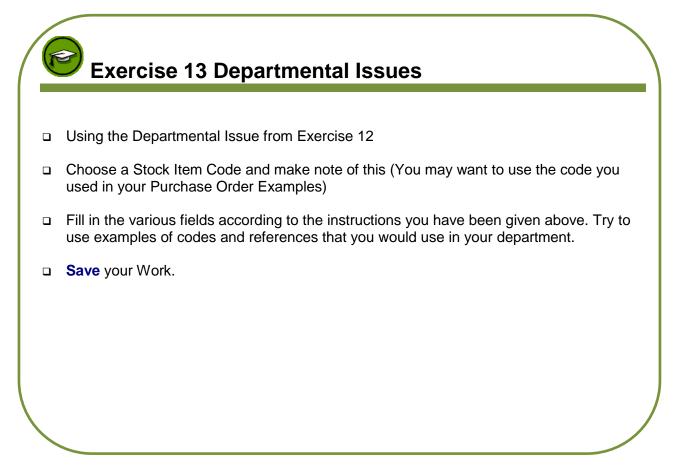
- 2. Enter the **Item Code** in the **Item** field and press the tab key.
- 3. Use the list of values in the **Subinventory** field and pick **ASSET.** If you work in Chemistry the **Subinventory** is **STORES\_MA**.
- 4. You can see the quantities available and on-hand at the bottom of the screen together 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.





ltem	Rev	Subinventory	Loca	Lot	Expir	UOM	Quantity	Second	Seconda	Unit Cos	Account	Location	Reaso	Reference
HCA0001		ASSET				EA	] 1				U.KA.KAFR.AAAA.EHCZ.0000	KA		12478 H Parker
	<b>.</b>	][												
		][												
		][												
		]												
		][						][]						
	•													
Description														
Available						dary Ava	3 - 1- 1							

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





## 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 nondepartmental 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

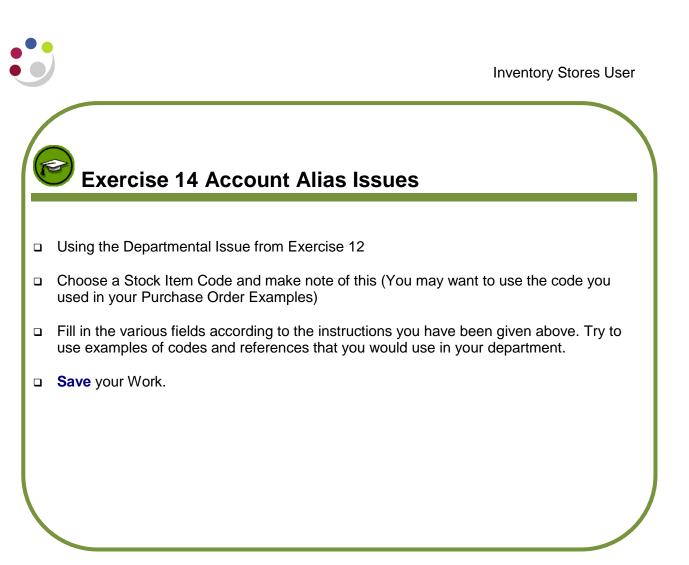
## **Using an Accounting Alias**

Responsibility:INV Stores UserNavigate: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.

🖸 Miscel	llaneous Transa	ction (KAA)		
	<ul> <li>Transaction</li> </ul>			
	Date	09-DEC-2013 14:58:54		
	Туре	Account alias issue		
	Source			
	Account			
		□ <u>S</u> erial-Triggered	□ L <u>P</u> N-Triggered	
			Transaction Lines	

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.





## 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.

O Misce	llaneous Transa	ction (KAA)		
	- Transaction -			
	Date	09-DEC-2013 15:05:56		
	Туре	Issue to Grant		·
	Source	INV GRANTS CTRL		
	Account			
		□ <u>S</u> erial-Triggered	□ L <u>P</u> N-Triggered	
			Transaction Line	es

## 3. Click Transaction Lines.

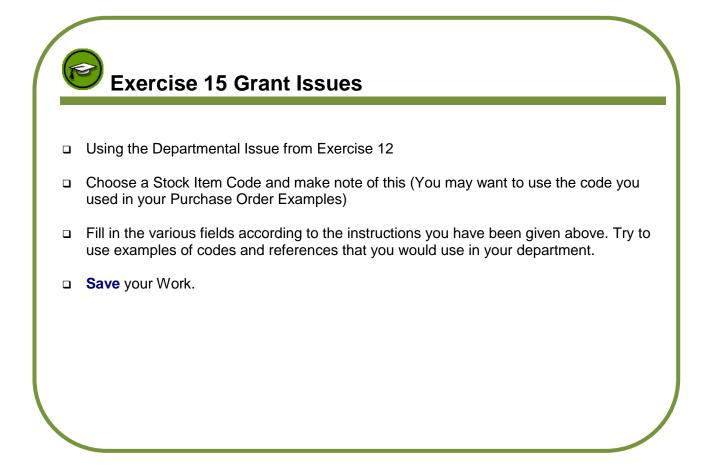
4. The screen will be titled UFS Grant Transactions.

ltem	UOM	Quantity	Secondary UOM	Secondar	Unit Co	Acci	Loca	Reason	Referenc	Source Project	Source Task	Expenditure Type	Expenditure
HCA0001	EA		1							KAZA/000	1	Other Costs/Consu	KA_Physics
						$\square$	$\square$						
						$\square$	$\square$						
						$\square$	$\square$						
						$\square$	$\square$						
	 <												L
Description GLOVES	S - DOMESTI	C BLUE INDUSTI	RIAL NITRILE MED	UM-PAIR									

 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.



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**

Responsibility: Navigate:	INV Stores User Transactions -> View Layer Cost Transaction
Find Transaction Layer C	ost (KAA) 🗖 🗖 💌
Transaction Dates Item Transaction ID Source Type Source	D9-DEC-2013 00:00:0       •       09-DEC-2013 23:59:59
	<u>Clear</u> Find

- 1. Amend the **transaction dates** accordingly.
- 2. Complete either the **Item** field with the stock item code or Source type.

## 3. Click **Find**

Transactions			Transaction	Transaction		Transaction		
tem	Description		ID	Date	Quantity	Туре		
HCA0001	GLOVES - D	DOMESTIC B	23222049	09-DEC-2013 13:15	4	PO Receipt 🚽		- Transac
HCA0001	GLOVES - D	DOMESTIC B	23222054	09-DEC-2013 14:17	-1	Departmental Issue		
Layers								
.ayer		Total		Material		Outside		Lave
lumber	Quantity	Unit Cost	Material	Overhead	Resource	Processing	-	Lay
1082997	4	1 3.000	00 3.000	0.00000	0.00	000 0.0000(		

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.



## **Inventory Stores User**

🔁 Item Costs Details	s (KAA)						_ 🗆 🗙
ltem Cost Type	HCADOD1 FIFO Use Default Cos	FIFO Cost Type	MESTIC BLUE IN		UOM ult Cost Type	Ea FIFO	
Cost Controls —	✓ Inventory Asset □ Based On Rollu		MFG	Lot Si: Shrinkage Ra		1 0	[]
	Material Material Overhead Resource utside Processing Overhead Unit Cost COGS Account	1.93120 	Ex	tended Value ast PO Price Invoice Price Make/Buy	HCA 20 Buy Include In <u>R</u> ol	38.62 3.00000 1.38667	]
	Sales Account	U.KA.KAAF.GAAD.LA	AZ.0000	Views		Costs	



# **On-hand quantities**

Responsibility:INV Stores UserNavigate:On-hand, Availability → On-hand Quantities

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

Navigator - CAPSA KA: Stores Manager	_ ×
On-hand, Availability:On-hand Quantities View Quantities On-hand + Transactions	Top Ten List
<ul> <li>On-hand, Availability</li> <li>On-hand Quantities         <ul> <li>Item Costs</li> <li>Item Information</li> <li>Counting</li> <li>Planning</li> <li>View General Ledger Transfers</li> <li>Costs</li> <li>Define Subinventories</li> <li>Define Locators</li> <li>UFS Inventory Reports</li> <li>UFS Inventory reports</li> <li>View</li> </ul> </li> </ul>	
	<u>Open</u>

O Query Material	
Query	- Deublic
Description	
Material	
Organization KAA KA_Physics_FIFO	Material Locations
Subinventory	☑ On-hand
□ Show Disabled Subinventory/Locator in LOV	□ <u>R</u> eceiving
Locator	🗆 Inbound
Quantities -	
View By Location 🔽 🗆 Detailed	
Item Lot Serial LPN Project Consigned/VM	Al Interorg Supplier Receipt
Item	
Item / Revision	
Description	

Press enter to open the materials workbench

View By       Location         Detailed       Org       Sub       Locator       Item         Image: Companizations       Image: Company Compa	
Detailed       Org · Sub · Locator · Item         Image: Companizations       · KAA         Image: Company Address of the state o	
Detailed       KAA       ASSET       KC0022         Crganizations       KAA       ASSET       MBCC0153         KAA       KAA       ASSET       MFAD0012         KAA       KAA       ASSET       MB0035         KAA       METALSTORE       MLSA0003         KAA       METALSTORE       MJLF0099         KAA       MAINTEN'CE       MPB0082	
Profile       Organizations       KAA       ASSET       MBCC0153         MBCC0153       KAA       ASSET       MBC0012         MBCC0153       KAA       ASSET       MB0035         MB0035       KAA       METALSTORE       MLSA0003         KAA       METALSTORE       MJLF0099         KAA       MAINTEN'CE       MD0082	
Image: Shortcuts       Image: Shortcuts <td< td=""><td></td></td<>	
Personal Shortcuts       KAA       METALSTORE       MLSA0003         KAA       METALSTORE       MJLF0099         KAA       MAINTENCE       MPB0082	£
Public Shortcuts     KAA     METALSTORE     MILSAD003       KAA     METALSTORE     MJLF0099       KAA     MAINTEN'CE     MPB0082	
KAA MAINTEN'CE MPB0082	
KAA ASSET LKCJ0025	
KAA ASSET SKG0069	
KAA ASSET LZ0233	
KAA ASSET MFAD0026	
KAA ASSET MKF0012	
KAA ASSET MBDZ0294	
	×   .
Attributes Status Availability	
Quantity	

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



P	

_		
O Availability		_ 🗆 ×
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	



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.

<mark>O</mark> Ite	m Costs Summary (KAA)					
ß		0. I.T.				1
_	Item	Cost Type	Use Default Controls		Based on Rollup	Lot Size
	HCA0001	FIFO		✓		1
						<b></b>
						D
	Item Descript	tion GLOVES -	DOMESTIC BLUE IND	USTRIA	UOM E	Ea
	Cost Type Descript		Туре		Default Cost Type	FIFO
	Vie	ws	Costs	N	ew	Open )
	(		<u>_</u> )			)

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.



## **Inventory Stores User**

ltem Costs Details	(KAA)						
ltem Cost Type	HCADOD1 FIFO	GLOVES - DO	MESTIC BLUE IN		UOM ult Cost Type		
00011300	Use Default Co			Dola	an ooor type		
Cost Controls —							
	✓ Inventory Asset			Lot Siz	ze	1	
	🗆 Based On Rollu	ıp	MFG	Shrinkage Ra	te	0	[
Cost Information –							
	Material	1.93120	C	Cost Category	HCA		]
٨	vlaterial Overhead			Quantity	20		
	Resource		Ex	tended Value		38.62	
Οι	ıtside Processing		L	ast PO Price		3.00000	
	Overhead			Invoice Price		1.38667	
	Unit Cost	1.93120		Make/Buy	Buy		
	COGS Account	U.KA.KAAF.GAAD.EZ	ZZ.0000		Include In <u>R</u> o	llup	
	Sales Account	U.KA.KAAF.GAAD.LA	AZ.0000				
				View <u>s</u>		Costs	
			_				_

P	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?
$\mathbf{\setminus}$	



## **View Material Transactions**

Responsibility:INV Stores UserNavigate:Transactions → 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.

Find Material Transactions (KAA)		
Transaction Dates	09-DEC-2013 00:00:00 - 09-DEC-2013	3 23:59:59
ltem	HCA0001 Revisi	on
Description	GLOVES - DOMESTIC BLUE INDUSTRIAL NI	TRI
Category Set		pry
Subinventory	Loca	tor
Lot	Ser	ial
Supplier Lot		
Source Type		
Source		Include Logical Transactions
Action		
Transaction Type		
Transaction Quantities	-	
Supplier		Consumption Advice 📃 👻
Transferred to Projects	<b>~</b>	Costed 👻
		Clear Find

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

Location Revision Transfer Sub KA CONTRACTOR CONTRACTON
KA
RI Date 09-DEC-2013 14:17:34



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

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

Location	Intransit	Reason,	Reference	Transaction	n ID	Transaction Type	Consumption Advi	ce
oplier Transaction Date			Transaction ID Tra		Trans	action Quantity	Transaction UOM	-
	09-DEC-2013 14:	17:34	23222054		-1		EA	
	09-DEC-2013 13:	15:07	23222049		4		Ea	

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

Secondary UOM     Source Type     Source     Transaction Type     []       Department Account     Departmental Issue        Purchase order     1739196     PO Receipt	Department Account Departmental Issue	
Purchase order 1739196 PO Receipt	Purchase order 1739196 PO Receipt	

- 8. Click on the tabs for even more information:
  - Reason, Reference will show you any comments that you inputted at the issue/return stage.
  - 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**.



ial Transactions (						_
Location	Intransit	Reason, Reference	Transaction ID	Transaction Type	e Consumption Advi	ce
ltem	Subinventory	Locator	Location	n Revision	Transfer Sul	0
HCA0001	ASSET		KA			A
HCA0001	ASSET					
						8
						-
						-
						Ţ
a seec	/	Л	[		•	ĭ
Item Description	GLOVES - DO	MESTIC BLUE INDUS	TRIAL NITRI	Date 09-DEC	-2013 14:17:34	
Primary UOM	Ea		Primary	Quantity -1		
Secondary UOM			Secondary	Quantity		
		(	Distribution		Lot / Serial	

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.

Material Transaction	Distributions (KA	A) - 23222054					<b>— —</b> ×
Account Loca	tion Type	Currency	Comments				
		Account the been iss	ued to	R	evision		
Transaction Date	Account	K	Transaction ∀alue			Transaction Type	
09-DEC-2013 1	4:1 U.KA.KAFF	AAAA.EHCZ	1.66	HCA0001		Departmental Issue	ia I I
09-DEC-2013 1	4:1 U.KA.KAAF	GAAD.TZAA	(1.66)	HCA0001		Departmental Issue	
	Inventory sto used for the	purchase					
	orde	er					
		]					
l							
ŀ	em HCA0001				ι	JOM Ea	
Descrip	tion GLOVES -	DOMESTIC BL	UE INDUS		Qua	ntity 1.00	
Revis	sion				Unit (	Cost 1.660	000
Acco	unt U.KA.KAFI	R.AAAA.EHCZ	.0000		V	'alue 1	.66

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 \_\_\_\_\_\_



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.

		IV Stores User ansactions → View Transactions Summaries
•	Once you have navigate	ed above the <i>Summarize Transactions</i> screen will display.
	Summarize Transaction	s (KAA) 📃 🗖 🛚
	Dates Item Description Revision UOM Subinventory Locator Category Set Category	When querying on an item with either
		<u>C</u> lear Summarize

- 2. The following fields can be completed:
  - **Dates:** The range of dates to include all inventory transactions.
  - **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.

1



#### **Inventory Stores User**

Transaction Su	mmaries (KAA)					_ 0
Subinventory	Subinventory, Locator	Source Type	Transaction Type	Action	Source / Tra	ansaction Type
Subinver	itory		۱ و	Net Qty	Net Value 10.34	Net Volume
				L 1995		
Totals				Quantity	Value	Volume
	Transaction	Details	Total In Total Out Net	4	12 1.66 10.34	1
			1101			

- 5. Quantity and values will display for the item.
- 6. There are a couple of tabs that will provide you with more information:
  - **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

- View Material Transactions
- View Material Distributions

## **View Material Distributions**

Responsibility:INV Stores UserNavigate: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.

Find Material Transaction Distribut	ions	
Transaction Dates	09-DEC-2013 00:00:00	- 09-DEC-2013 23:59:59
You can complete any of the other Item fields if you wish Category Set		Revision Category
Transaction Type Source Type		ID Source
Accounting Type Subinventory		GL Batch Locator
		<u> <u> </u> <u></u></u>

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.

	A	count	Location	Туре	Currency	Comments			
		Transad Date		Account		Transaction Value	Revision	Transaction Type Departmental Issue	
of the -	->			U.KA.KAFR.			HCA0001	Departmental Issue	-
ouble entry				U.KA.KAAF.(			HCA0001	PO Receipt	٦,
count		09-DEC	-2013 13:1	U.KA.KAAF.	GAAD.TZAB	(12.00)	HCA0001	PO Receipt	13
oues		09-DEC	-2013 13:1	U.KA.KAAF.(	GAAD.VFAA	(12.00)	HCA0001	PO Receipt	]8
			ltem	HCA0001			1	UOM Ea	
		1	Description	GLOVES - D	OMESTIC BL	UE INDUS	Qua	antity 1.00	
			Revision				Unit		_
			Account	U.KA.KAFR.	AAAA.EHCZ.	0000	\	/alue 1	1.66

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.

ccount	Location	Type Curre	ency Cor	nments				
Transa Date	ction	Accounting Type	Transac Source		Transaction Source	UOM	Prim Quan	
09-DEC	-2013 14:1	Account		ent Account		Ea	1.00	
09-DEC	-2013 14:1	Inv valuation	Departm	ent Account		Ea	(1.00)	
09-DEC	-2013 13:1	Inv valuation	Purchas	e order	1739196	Ea	4.00	
09-DEC	-2013 13:1	Receiving Inspection	Purchas	e order	1739196	Ea	(4.00)	
09-DEC	-2013 13:1	Encumbrance Revers	al Purchas	e order	1739196	Ea	(4.00)	
							]	<u> </u>
<u></u>							<u> </u>	_
J							][	
								U
	ltem	HCA0001				UOM E	a	
	Description	GLOVES - DOMEST	IC BLUE IN	DUS		Quantity 1	.00	
	Revision				U	nit Cost	1.8	6000
	Account	U.KA.KAFR.AAAA.E	HCZ.0000			Value		1.66

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



# X

## **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



#### 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

- 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.

Parameters		×
		0
Sort By	Account	-
Transaction Type Option	Display Transaction Source Type	
Transaction Dates From		
10		
Accounts		
То		
Category Set	Inventory Inventory Category Set	
Categories From		
To		
Items From		
To		
Subinventories From		
To		
Transaction Values From		
To		
GL Batch		
	(4 .0000000000	
	QK Clear Hel	lp



ltem	Rev	Subinventory	Locator	To Subinv	To Locator
HCA0001		CONSUMABLE		ASSET	
			][		
			ŝs		
Description GLC	VES - DO	MESTIC BLUE IN	DUSTRIAL NIT	RILE MEDIUM-PAIR	२
Available		0 Ea	Sec	ondary Available	



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 UserNavigate:UFS Inventory Reports → Subinventory quantities report →<br/>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

- 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.

<mark>O</mark> Si	ubinventory Trar	isfers (KAA)	_ 🗆 ×
	<ul> <li>Transaction</li> </ul>		
	Date	10-DEC-2013 10:07:31	
	Туре	Subinventory Transfer	
	Source		
		□ <u>S</u> erial-Triggered	
		Transaction Lines	

- 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:
  - $\circ$  The **Item** code
  - The **Sub-inventory** you are transferring from
  - The **Sub-inventory** you are transferring to
- 5. Then scroll to the right to complete:
  - UOM The Unit of Measure
  - Quantity The quantity to transfer
  - Reason The reason for the transferral which must be selected from the list of values
- 6. **Save** your work and the transfer is completed.



Each inventory department has to carry out a physical stock take at the 31<sup>st</sup> 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 31<sup>st</sup> 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.



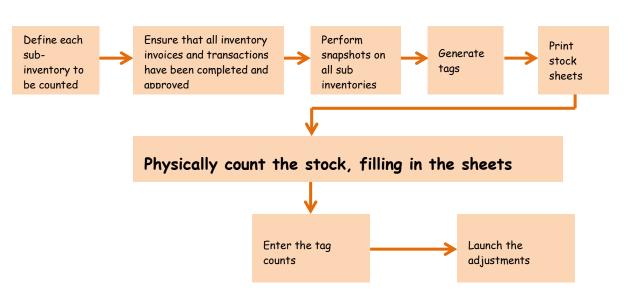
#### Things to consider

- 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.
- 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.
- Will all of the items of a particular description be in one location? You may have preprinted 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.
- You need to ensure that all the goods you own are counted, but importantly that they are only counted once.
- 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?
- 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.
- 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.
- 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

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





## **Printing Stock Sheets**



- 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 UserNavigate: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.

🗢 Physical	Inventory Tag	Counte	(KAA)						_ 🗆 🗙
	I								
	Name         KAA_STOCK TEST 20 BD         KAA_STOCK TEST 20 BD           Snapshot Date         10-DEC-2013								Find
	Default Co	ounter	PARKER, Mrs H	lelen					i inu
Main	Detail								
	New T	ag							
Tag		ltem		Rev	Subinventory	Locator	UOM	Qty	
1000		AJBA	0002		ASSET		Ea		
1001		CKOO	03		ASSET		Ea		
1002		HAOO	)3		ASSET		Ea		
1003		HBAO	011		ASSET		Ea		
1004		HBBO	002		ASSET		Ea		
1005		HBBO	003		ASSET		Ea		
1006		HBBO	007		ASSET		Ea		
				•					
	ltem E	)escrip	ion SCOTCH V	IDEO CA	SSETTES VHS E	180			
							Void All	Linve	oid All
							v giu 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**.

Launch Adjustments (KAA) - KAA_STOCH	<test 20="" bd<="" th=""><th>_ 🗆 🤉</th><th>×</th></test>	_ 🗆 🤉	×
Adjustment Account Adjustment Date	10-DEC-2013 13:00:44		
Cancel	L <u>a</u> unch 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.

O Parameters		×
Category Set	miliniantami Catariani Sat	
Category Set	nventory Inventory Category Set	
Physical Inventory		
Adjustment Value Sort Option	Ascending	
Include Rejected Items	fes	
		D
	QK Cance	el) Clear (Help)

- 5. You then need to select the following parameters:
  - Category Set : Inventory
  - Physical Inventory: Using you list of values, you will need to select your departments most recent stock take from the list available.
  - Adjustment Value Sort Option: Select either Ascending or Descending (monetary value) using your list of values.
  - 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 G	<u>2ty</u>	Adjimnt	Qty Syst	em Value	Count Value	Adjimnt
Value E	'ct									
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 Tota	al:				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			Inv item
Code	Dept	Inventory Org	codes
DN	University Centre	DNA	CBC0033
	Oniversity centre	DNA	CEF0063
			CJD0016
			CK0014
			HA0041
	T	T	
DN	University Centre (Alcohol)	DNB	CADA0044
	University Centre (Alcohol)	DIND	CADA0058
			CAEA0034
			CAEA0041
			CAGB0008
КА	Dhysics	КАА	LS0003
KA	Physics	КАА	MBDA0074
			SFA0001
			UDEH9012
			UDK0001
		1	
МА	Chamistry	MAA	LHS0119
IVIA	Chemistry	IVIAA	LPE0031
			LPP0007
			SJA0055
			UDEH0017
	Ι	I	
PN	Vet School	PNA	DCA0005
			LKCJ0067
			LX0003
			UDHA0012
			UE0001
	T		_
РТ	Sainchury Lah	PT	LHV0001
	Sainsbury Lab		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.

Purchase Orders -	1739196										_ 🗆 🗙
Operating Unit	Cambridge	University		Created	09-DEC-2013 11:16:30						
PO, Rev	1739196		0	Туре	Standard Purchase Order						
Supplier	STARLAB	(U K) LTD		Site	MILTON KEYNES		Contact	Markham,	Joyce		
Ship-To	KA			Bill-To	KA Accounts Office 1		Currency	GBP			
Buyer	PARKER,	Mrs Helen		Status	Approved, Reserved		Total	10.00			[ ] ]
Description	Gloves										
		nce Reference Docu			Agreement						
Num Typ		ltem	Rev	Category	Description		Quantity Pric	ce	Promised	Ц	S
1 Goo	ods I	HCA0001		HCA	GLOVES - DOMESTIC	Each	4 2.5				
A	, market	V mar				~~~~	m	m	-	~~~	

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.

		amphuge om			Created	<u> </u>	JEC-2013 11.10.30	_				
PO		739196			Туре		ndard Purchase Order					
Sup	plier S	TARLAB (U K	.) LTD		Site	MIL	TON KEYNES		Contac	Markhar	n, Joyce	
Sh	p-To K	A			Bill-To	KA.	Accounts Office 1		Currency	GBP		
E	uyer P	ARKER, Mrs	Helen	]	Status	App	roved, Reserved		Tota	10.00		]]
Descri	otion G	loves										
Lines	Pric	ce Reference	Reference Docu	iments	More		Agreement					
												)
ы	Ŧ				<u>.</u>		D		0 III D			
Num	Type	Item	004	Rev	Category HCA		Description GLOVES - DOMESTIC			ice -	Promised	
	Goods	HCA(	1001	<u> </u>	HUA		GLOVES - DOMESTIC	Each	4 2.5	)		
1 T				í—	í		Í		i — i			
		l		<u> </u>								— HR
									<u> </u>			_
												— ∏÷
	Call.											
	(◀											
ltem	HCADO	001	GLOVES - D	DOMES	STIC BLUE IN	DUS	TRIAL NITRILE MEDIUN	VI-PAI	R			

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.

Terms and Conditions - 1739196				<b>— —</b> ×
Terms Encumbrance				
Terms				
Payment	End +30 Days 🔤	Confirming Order		
Freight		🗆 Firm		
Carrier		Acceptance Required	None	-
FOB		Ву		
Pay On		□ Supply Agreement		
Supplier Note				
Receiver Note				
Agreement Controls				-
Effective	- [			
	Amount Limit			

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.



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.



lcon	Function	lcon	Function
<b>&gt;</b>	Opens a folder	▶∎∢	Shrinks field
6	Saves a folder	₽ <mark>₩</mark>	Show field
<b>6</b>	Create a new folder		Hide field
Ø,	Deletes folder	+	Move left
   	Widens field	<b>&gt;</b>	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.

Save Folder	b B
Folder Beckys Invoice	Screen
Autoquery	
⊖ <u>A</u> lways	☑ <u>O</u> pen as Default
⊖ As <u>k</u> each time	□ Include Query
	Show Query
	OK Cancel