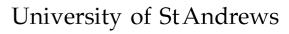


Finance Department Aptos9 User Notes

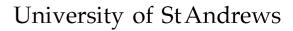
Stock Management





## Contents

1.	Stock I	Management – Overview	$\dots 4$		
	1.1.	Assumptions	4		
	1.2.	Accessing Core Aptos	4		
2.	Creatii	ng a Stock Product	5		
	2.1.	Establish if a New Product is Required	5		
	2.2.	Create the New Product	5		
3.	Creatii	ng Requisitions from the Barcoding System	8		
	3.1.	Validate the Barcode File	8		
	3.2.	Import the Barcode File	8		
4.	Issuing	g Stock Using the Monitoring Requisitions Screen	9		
	4.1.	Viewing Outstanding Requisitions			
	4.2.	Using the Monitor Requisitions Screen	9		
	4.3.	Issuing Stock Requisitions			
		4.3.1. Generate a Picklist			
		4.3.2. Manual Pick of Stock Items	11		
		4.3.3. Issuing Items			
5.	,	g Stock Without a Requisition			
6.		ling Returns of Stock Issues			
7.	Stock A	Adjustments			
	7.1.	Quantity Adjustments			
	7.2.	Value Tab			
8.	Reorde	ering			
		8.1.1. Purchase Order Lines			
9.		Maintaining Stock in Store			
	9.1.	Freezing and Unfreezing Materials in a Store			
		9.1.1. Freezing Items			
		9.1.2. Unfreezing Items			
	9.2.	Delete Materials from a Store			
10.	Stock Take				
	10.1.				
	10.2.	Entering stock take information2			
	10.3.	Approving the Stock Take	21		





# **Change History**

Version	Date	Author
1	23 July 2004	Karen Porteous
2	14 December 2005	Karen Porteous
3	22 December 2005	ML Woodcock-Kroble & Karen Porteous
4	05 August 2010	Karen Porteous
5	13 May 2011	Neil Sinclair

## University of St Andrews



Stock Management

## 1. Stock Management - Overview

The Aptos Stock Management module is a fully integrated module which enables the accounting entries relating to stock transactions (eg purchases / issues / returns / revaluations / stock-take) to be processed seamlessly as part of entering the transaction.

Stock requisitions can be raised by departments using the Aptos web services module. These requisitions are then passed into the stock module via the requisitions workflow model. Within the stock module, these requisitions are then shown to the store manager so they can be fulfilled.

Within the stock module, stock items are set up. Each item is allocated to a default store – this information is what is used by the workflow model to direct the requisition line to the correct store manager.

### 1.1. Assumptions

Stock requisitions have been created and approved within the web services requisition application and been directed to the store manager.

The store manager is familiar with the Aptos Purchase Ordering process.

#### 1.2. Accessing Core Aptos

Aptos can be accessed via a web-based product called JTI (Java Thin Interface). To access Aptos via JTI:

- enter the following URL into your browser: http://www.st-andrews.ac.uk/staff/money/AptosSystem/
- select 'Aptos 9 Core system'.

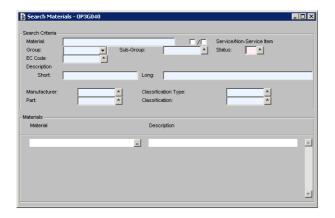
For further information, including information on reporting problems, please see the separate document 'An Introduction to Aptos'.



## 2. Creating a Stock Product

#### 2.1. Establish if a New Product is Required

Menu Path: PO Management - Materials - Enquiries - Material Search



- Use the 'Long description' field to search for items.
- Enter a wildcard (\*) before and after your search phrase.
- > RETRIEVE to return any matches

any found appear in the bottom section of the screen

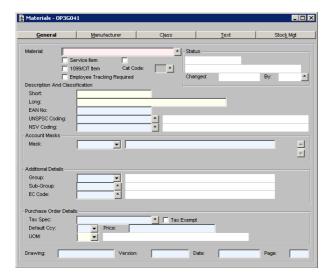
➤ Click on the drill beside the material code (□), to view detailed information.

If no matches are found

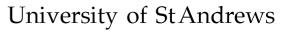
Create the new stock item

#### 2.2. Create the New Product

Menu Path: PO Management - Materials - Update - Materials



> Enter all information marked in bold:

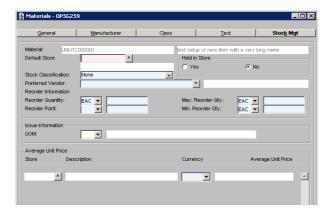




	Stock Wariagen
Material:	This is the code for the material.  Material codes are in the format XXX-YYY99999 where    XXX indicates if the material is global across the university (eg printer cartridge/paper) or local to a school (eg a chemical)  YYY indicates the 'group' the material belongs to (eg ITC for IT consumables, ADV for audio-visual)  999999 is the next sequential number for the combination of XXX-YYY   Use the next number in the appropriate sequence.  To find the appropriate number:  Enter the first part of the sequence in the form XXX-YYY* into the Material field  Click the drill to retrieve a list of materials in that sequence.  Click last occurrence () to go to the last material  Note this last number and then clear the screen to start
	entering the new material.  The appropriate number is the one which follows on from the one you just noted down.
Short	This is a short description for the material. This can be completed. If it is omitted, it will default to the first 20 characters of the long description. It is sometimes easier to see what it defaults to and then overwrite it
Long	Enter the long description of the material  (The default short description appears once you move to the next field you're altering.)
Group	Select which group of products is most appropriate.  Remember that the group does not indicate use but category. For example, paper may be used for photocopying or printing but it is still paper – so it is stationery.
Sub-Group	Select the appropriate sub-group for the new material  The group and sub-group are mandatory as the combination of the two dictates which detail code will be used.
Tax Spec	Enter the appropriate tax spec for the material. This is usually N
Default Ccy	The default currency of any purchase order
	> Select GBP from the drop down list.
Price	> Enter the NET price of the item
	This will be quoted on a purchase order for the material. Make sure you enter the price for the UOM used to order the material from the supplier.
UOM	> Enter the unit of measure for the order
	(for when the store manager orders the material in)



Now click on the Stock Mgt tab at the top of the screen



Held in Store	<ul><li>change to YES</li><li>A message will be displayed saying that store will now be updated</li></ul>
	by PO receipts
<b>Default Store</b>	➤ Enter the store where the product will be held
Preferred vendor	> Enter the vendor code, if a product is always bought from the same vendor
Issue UOM	> Enter the issue Unit of measure.
	This may be the same as or different to the order unit of measure. Be careful; if a pack of 10 CD's has an order UOM of P10 and an issue UOM of EAC, the CD's are bought as packs but issued as singles.

Click back to the 'general' tab

The status of the product will be shown as 'new'.



From the ACTIONS drop-down menu, select 'make material available'.

This will change the status to 'available' ready for use.

#### Points to Note:

- Internal store requisitions can only be placed for 'available' products
- If a material is not allocated to a store, orders for that product will not be receipted into the store so there will be no goods to issue
- Stock levels for the material will be updated by purchase orders being receipted and by the issue of goods

#### To discontinue an item

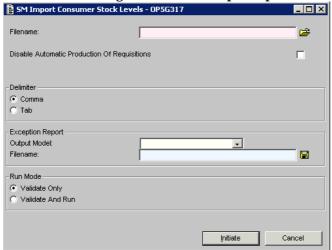
> Select 'discontinue material' from the ACTIONS drop-down menu.



## 3. Creating Requisitions from the Barcoding System

#### 3.1. Validate the Barcode File

Menu Path: Stock Management - SM Setup - Import Consumer Stock



Filename	>	Browse to select the file to import
Disable automatic production of reqs	>	Leave unticked
Delimiter	>	Leave as 'comma'
<b>Exception report</b>	>	Select WINDISPLAY
Run Mode		Validate only

#### Click INITIATE

Aptos will check the file and display a report showing any errors or which confirms the file as error-free

*If there are errors in the file* 

- Resolve any errors in the file
- Repeat the process until the file is error free

If there are no errors

Proceed to section 3.2

## 3.2. Import the Barcode File

Complete the import consumer stock screen as described in section 3.1 except

Select "validate and run" for the run mode

Aptos will import the file and produce a report showing details including the number of the requisition created

The items on the requisition created by the import can now be issued via the monitor requisition screen (see section 4)

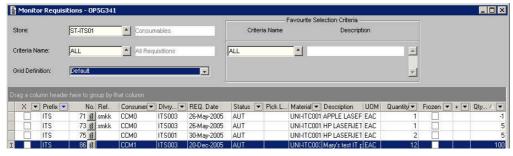


## 4. Issuing Stock Using the Monitoring Requisitions Screen

#### 4.1. Viewing Outstanding Requisitions

Menu Path: Stock Management - Update - Monitor requisitions

The Monitor requisition screen displays all requisitions that are awaiting issue from the store. This window is used to issue items from store.



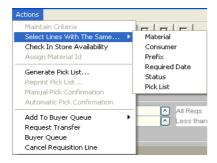
Store	The store shown here is defaulted from the stores setup.
	To change your default store contact aptospom@st-andrews.ac.uk stating which store you would like as a default.
Criteria Name	➤ This is defaulted from your user defaults.
Grid definition	➤ Leave as default

## 4.2. Using the Monitor Requisitions Screen

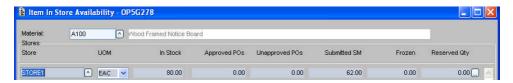
First the selection box next to any line to select it.

To easily select other items from the list which share a common element such as material id or same consumer:

Use the 'select lines with the same...' option from the actions menu:



➤ Check the in-store availability of an item by selecting Actions - Check in Store Availability, with the appropriate requisition line highlighted.

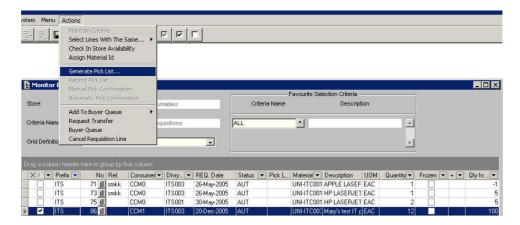




## 4.3. Issuing Stock Requisitions

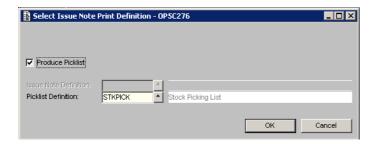
#### 4.3.1. Generate a Picklist

- From the monitor requisitions screen, select the items to be issued
- From the Actions menu choose Generate Picklist



Click yes, when asked whether 'are you sure you want to generate a picklist for these requisitions'.

Printing a Picklist is a mandatory requirement.

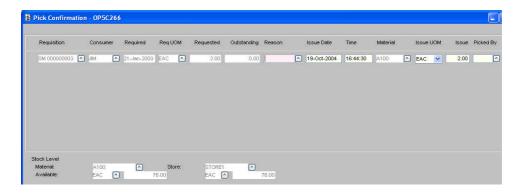


- ➤ Leave the 'Produce Picklist' box checked
- > Use the appropriate Picklist Definition.



#### 4.3.2. Manual Pick of Stock Items

- Make sure the items you selected for the picklist are still selected on the Monitor requisitions screen
- From the actions menu choose Manual Pick Confirmation



Reasons and pickers ('picked by') are mandatory.

- Enter reasons and pickers
  - o either on a line-by-line basis
  - or if there are many lines, use the 'generic reason' and 'generic picker' options from the actions menu.
- If necessary, adjust the issue quantity

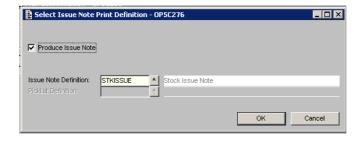
If this is done the 'stock level' values at the bottom of the screen are updated.

#### 4.3.3. Issuing Items

Once all lines are completed:

Select 'issue items' from the actions menu.

You will be prompted to print an issue note.



- Ensure the 'Produce Issue Note' box is checked.
- Use the appropriate issue note definition

The system will automatically produce an individual issue note for each delivery location relating to the lines. The issue note should be sent with the goods to the requesting department and can be used as an address label

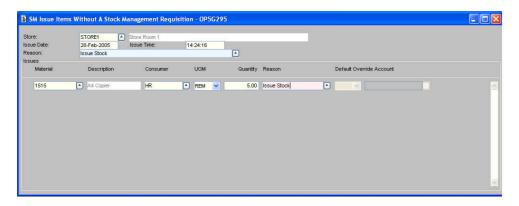
At the same time, Aptos generates a voucher charging the goods to the department which ordered them. This voucher is automatically posted by the system. The voucher number can be seen in the Aptos message frame.



#### 5. Issuing Stock Without a Requisition

If you need to, you can issue items from a store without the need for an SM requisition.

Menu Path: Stock Management - Update - Issue without SM Req



> Select the material to be issued.

Using the actions menu it is possible to 'check In Store Availability' before issuing the materials.

- Select the consumer to issue to
- Enter quantity to be issued
- > Enter reason
- Override the account code if necessary based on the authority requesting the issue.
- From the actions menu choose Issue.
- Ensure the 'Produce Issue Note' box is checked.
- Use the issue note definition STKISSUE
- Click OK

Aptos will now process the issue and generate a voucher charging the goods to the department which ordered them. This voucher is automatically posted by the system. The voucher number can be seen in the Aptos message frame.

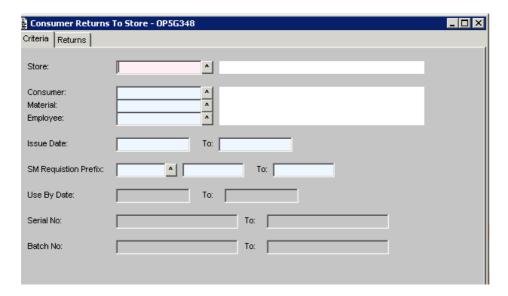


#### 6. Handling Returns of Stock Issues

It will sometimes be necessary for departments to return goods which have been issued.

Departments **must** provide a copy of the issue note relating to the goods being returned as this simplifies the return process on Aptos.

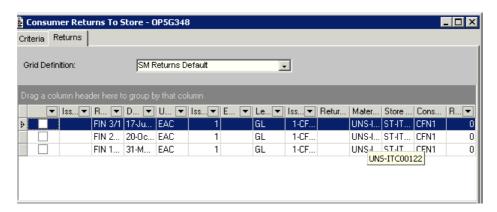
Menu Path: Stock Management - Update - Consumer Returns



Complete the STORE and MATERIAL fields.

If the consumer is known it can be entered as it narrows down the items retrieved. The requisition number is especially useful.

Click the returns tab bring up the list of issues.



- Select the required issue
- > Select Receive Return from the actions menu.

Aptos generates both the accounting entries relating to the return and the necessary stock entries. The account to credit is taken from the original issue so the credit is automatically processed to the account originally charged.

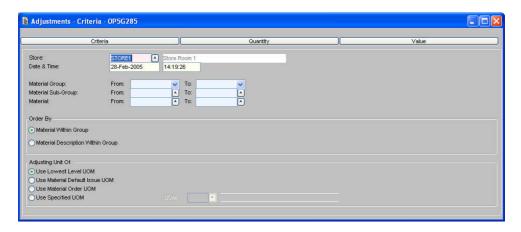


#### 7. Stock Adjustments

It is possible to do stock adjustments for quantity or value if required. The system records any adjustments made through this process – it should not be used lightly.

#### Menu Path: Stock Management - Update - Adjustments

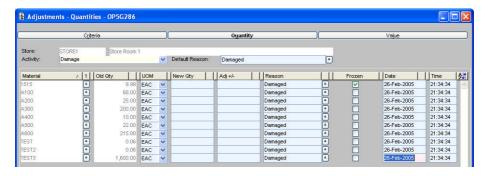
Use the Criteria Tab to narrow the range of materials to be adjusted



### 7.1. Quantity Adjustments

There are four different quantity adjustment types:

- o Damaged
- o Misc Adjustment
- o Expired
- o Stock Take DO NOT USE



- Toggle between Material Description and Material ID using the menu options 'View Material' or 'View Material Desc'
- Select the appropriate activity and default reason.
- Enter a value in either the 'New Quantity' field or the 'Adj +/-' field

The system will check that the differences do not breach any Tolerances defined – if they do an error message will be displayed.

> From the Actions menu Submit

A voucher will be created to reflect the adjustments made.

# University of StAndrews



Stock Management

#### 7.2. Value Tab

There is only one value activity:

o Price Adjustment



- Toggle between Material Description and Material ID using the menu options 'View Material' or 'View Material Desc'
- > Select the 'Price Adjustment' activity and default reason.
- ➤ Enter a value in either the 'New Average Price' field or the 'Adj +/-' field

The value entered should be the new gross price for the item; obviously if the item is VAT exempt this will be the same as the net value/

The system will check the Tolerances set up and if they are exceeded an error message will be displayed.

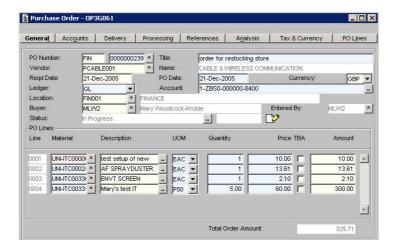
Select Actions Submit



#### 8. Reordering

The store manager should reorder stock using the Purchase Order process. There are a couple of slight differences when creating the PO lines.

#### 8.1.1. Purchase Order Lines



For each line, enter all the information below:

Material	Enter the material id of the item to be ordered
Description	Populated by the material long description.
UOM	This is populated from the material set-up.
Quantity	Enter the number of items to be ordered.
Price	Populated from the stock information.
Amount	Will be automatically calculated based on Quantity and Price.

When you have completed a line

- Click the Add Occurrence icon to create a new line
- Continue in this way until you have entered all the lines on the Purchase Order.
- For stock items, code the relevant PO line(s) to the stock control account 1-ZBS0-000000-8400.

It is possible to have non-material lines on the same order as material lines but these should be coded to the departmental code rather than the stock control account.

If the unit price of the goods does not include delivery,

Enter carriage costs as a separate line.

Each store belongs to a department, school or central unit

- Carriage costs should be charged to a code within the department or school the store belongs to.
- o In the case of a store belonging to a central unit which supplies other university departments, the 'home' unit pays the carriage charge.
- Store the Purchase Order.

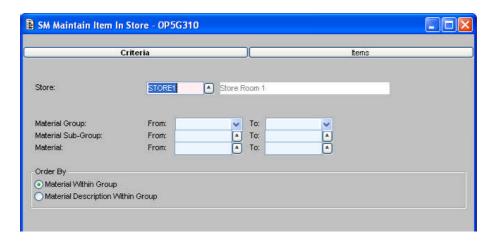
The order remains at the status of In Progress, and can still be amended at any time prior to its approval.



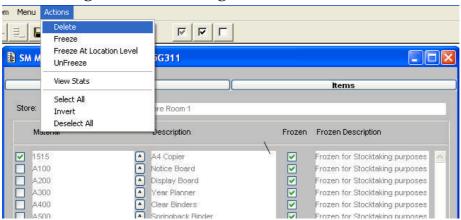
## 9. Maintaining Stock in Store

Menu Path: Stock Management - Update - SM Item In Store

Use the criteria tab to enter the search criteria.



### 9.1. Freezing and Unfreezing Materials in a Store



#### 9.1.1. Freezing Items

- On the Items Tab, select the materials to be frozen.
- From the actions menu choose 'freeze'.
- ➤ Select the 'freeze' reason.
- Click OK.

'Freeze' will prevent items being issued. A flag will appear against frozen items in a store on the 'Adjustments' and 'Monitor Requisitions' forms.

Once a Material is frozen the above screen is displayed with a tick in the Frozen box.

#### 9.1.2. Unfreezing Items

- ➤ On the Items Tab, select the materials to be unfrozen (released).
- > Select the unfreeze option from the Actions pull down menu, to unfreeze materials.
- Select the 'Release' reason
- Click OK

'Unfreeze' will remove the 'frozen' flag and allow issues once more.

# University of StAndrews



## Stock Management

When 'Freezing', and 'Unfreezing', Stock Management history records are created each time the activity is performed.

#### 9.2. Delete Materials from a Store

The same screen used to Freeze Materials may also be used to Delete Materials from the selected Store:

- It is only possible to delete records for which the quantity and value are zero and there are no outstanding requisitions or transfer requests.
- When 'Delete' is used Stock Management history records are created
- The Delete function will remove the item in store but it will not remove the history records for that item.
- ➤ On the Items Tab, select the materials to be deleted.
- Select the delete option from the Actions pull down menu.
- Select the 'delete' reason
- Click OK



#### 10. Stock Take

Before running a stock take:

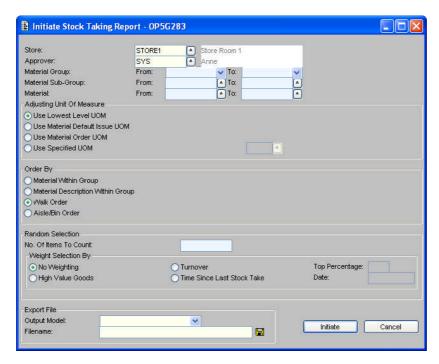
- Ensure the 'Monitor Requisitions' screen is clear, i.e. check all requisitions have been fully processed.
- Ensure all incoming stock has been fully receipted and shelved.

#### During stock take:

- When counting items on shelves, double check the count to ensure accuracy.
- > Do not issue stock from the store.
- ➤ Do not accept further stock deliveries into the store.

#### 10.1. Produce a Stock Take Report

Menu Path: Stock Management - Enquiries - Stock Take Report



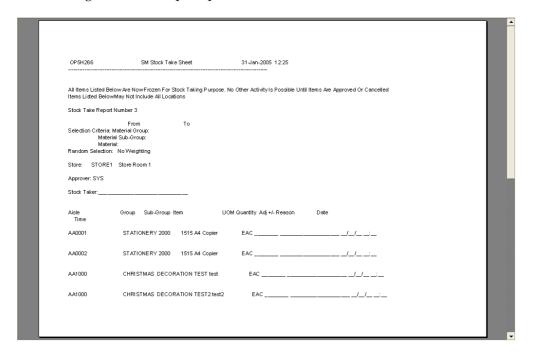
- Select the store and the range of material groups, sub-groups or materials to include in the stock take.
- ➤ Enter the ID of the approver.

This is the person who will be appointed to approve the details of the stock count.

- Turn on the radio button that corresponds to the unit of measure to be used within the report:
  - The UOM specified as the lowest-level UOM for the store.
  - The UOM specified as the Issue UOM on the Material/Stock Management window.
  - The UOM specified as the Purchase Order UOM on the Material/General window.
  - A specific UOM, which you must then enter or select in the UOM field alongside.



- > Turn on the radio button that matches the way you want stock items to be ordered within the report
- Select 'no weighting' so all stock items are counted.
- Select the output model of printer.
- When the screen is complete, select the initiate button.
- Select 'Foreground', when prompted.



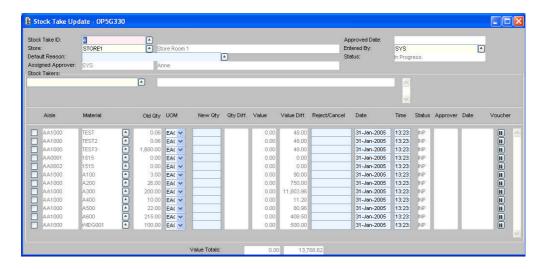
## 10.2. Entering stock take information

When a stock taker has counted the stock levels as per the stock take report, the values need to be entered onto Aptos.

#### Menu Path: Stock Management - Update - SM Stock Take

Enter the 'Stock take report number', as shown on the top of the stock take sheet.

The details of the materials will then be displayed:



# University of StAndrews



#### Stock Management

- Enter a reason:
  - o enter a default reason from the available list
  - or enter a free format description in the field.
- Enter the names of the people who performed the count.
  - Use F3 or insert occurrence to add more users.
- Enter the new quantities against each line.

The approver can now complete the stock take

### 10.3. Approving the Stock Take

Once the stock take information has been entered, the approver can complete the stock take.

If the stock take screen is not already open

Open it as described in section 10.2

Once the stock take screen is open, the approver can now complete the stock take

*If a line is to be rejected (eg for a recount)* 

- Select the appropriate line
- Select 'reject stock take' from the actions menu

This will change the status of the line to REJ (rejected) to allow a revised count to be entered

If a line is to be cancelled (eg material no longer in store)

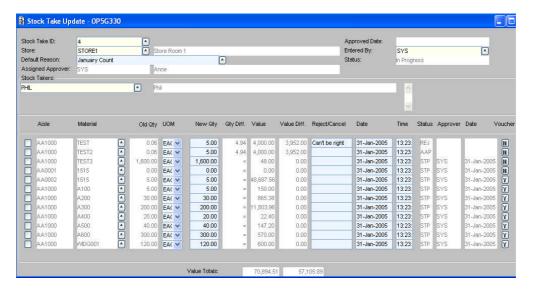
- Select the appropriate line
- > Select 'cancel stock take' from the actions menu

This will change the status of the line to CAN (cancelled)

*If a line is to be approved (the approver is happy with the count)* 

- Select the appropriate line
- Select 'submit for approval' from the actions menu

This will change the status of the line to STP (approved)



# University of StAndrews



## Stock Management

When every line on the stock take is approved or cancelled the status of the overall stock take will change to stock take approved:



➢ 'Accept' out of the screen