

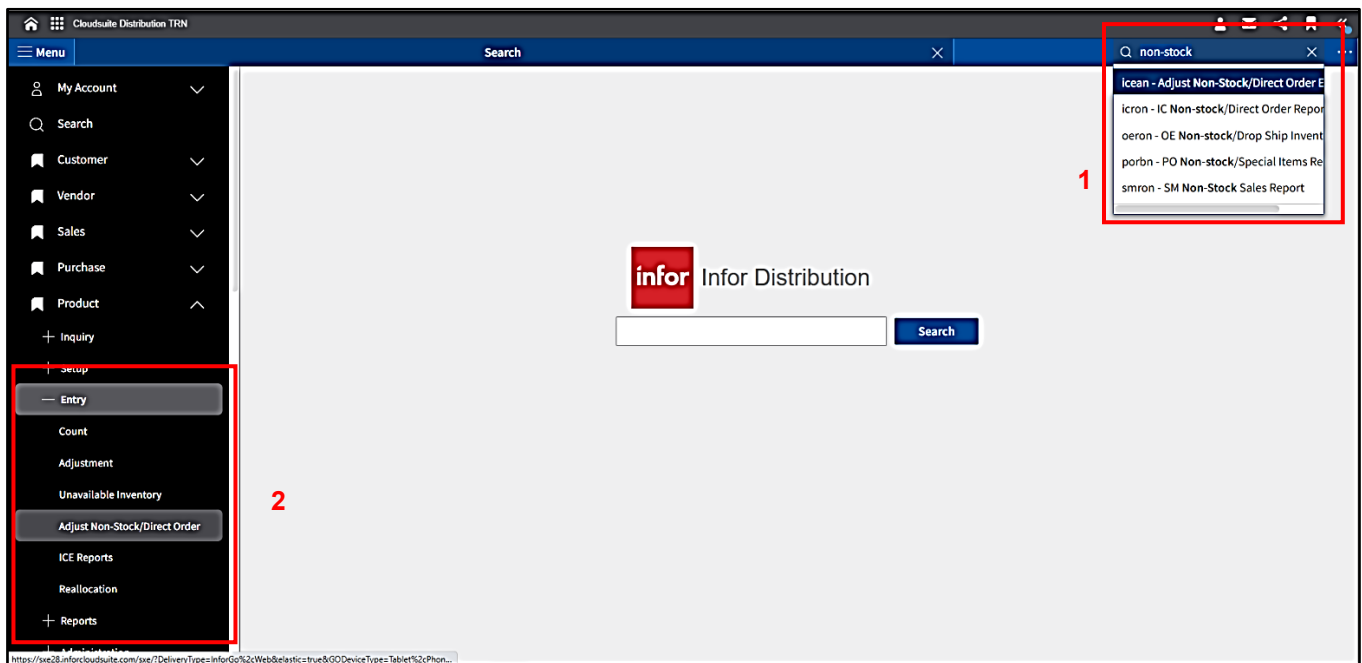


Foundation Building Materials

Non-Stock Product Maintenance in CSD (ICEAN)

This document will help you manage and control your non-Stock inventory in CSD. From the CSD home screen you can access the non-stock product maintenance screen by:

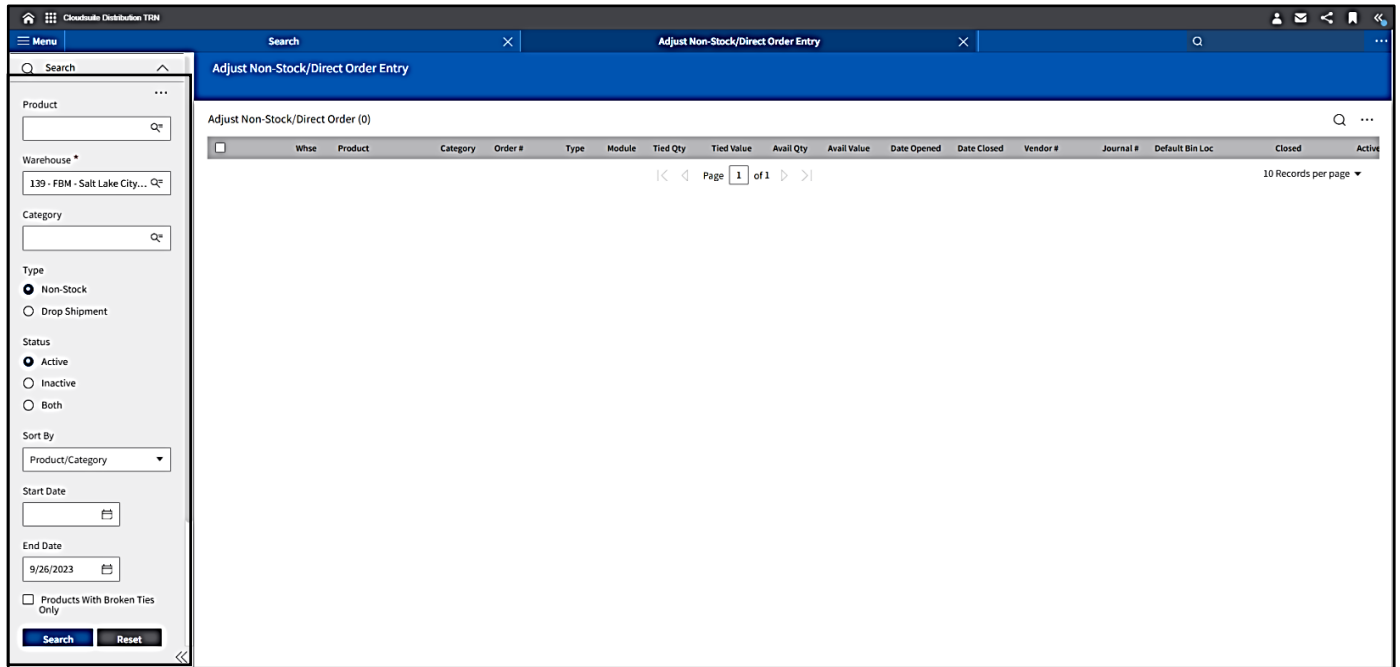
1. Typing ICEAN in the search field on the top right corner.
 - You can also search by typing in key words in the same fields. (E.g., Adjust, non-stock, etc.)
2. Clicking the MENU button in the top left, then clicking Product, Entry, and Adjust Non-Stock/Direct Order.



After you are in the ICEAN screen, you'll notice the system defaults are looking for "Non-Stock" inventory that are in the "Active" status. You can change those to look at Drop Shipment (Direct Order) inventory as well as the status to Inactive or Both. Inactive status will show you all the inventory that has already been sold and has no available quantity or no cost left in your inventory. Typically, you are wanting to look at your Active Non-Stock inventory, so just put in your warehouse number and leave the product field blank. Hit Search at the bottom to get your location's Active Non-Stock inventory:

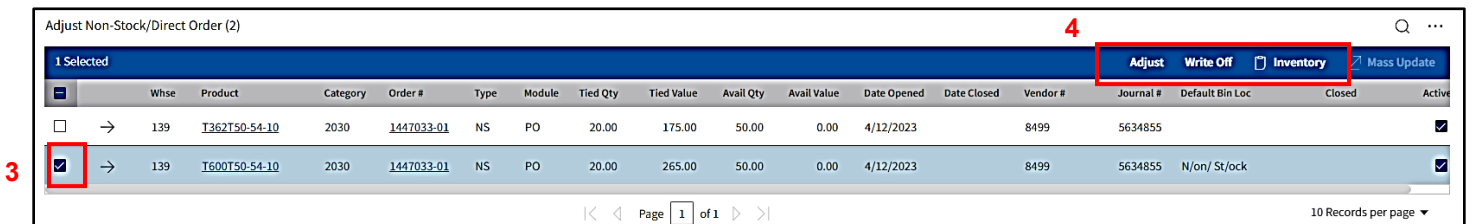


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Any Non-Stock product that has a Tied Quantity and Tied Value means it is still on an active order in OE. As long as there is no Available Quantity and/or no Available Value on these tied Non-Stock products they will invoice out correctly and you'll have no left over active Non-Stock values. Products on the list that have no Tied Quantity or no Tied Value but have an Available Quantity or Available Value means that there is left over Non-Stock product and/or cost after the order in OE got invoiced out or got cancelled. These products need to be reviewed and hopefully relieved of their Quantity and Value.

3. If you click the box on the product line, you will highlight that line in blue.
4. To the right you will see the options for "Adjust", "Write Off", and "Inventory":
 - **Adjust** – You would use Adjust when you need change the Available Quantity. You also have the option to adjust the Available Value if you choose as well.
 - **Write Off** – You would use Write Off to change the Available Value only of the Non-Stock product. You cannot change any Available Quantities with the Write Off.
 - **Inventory** – Used to move non-stock product to an existing, stock item code. This option is ONLY to be used to move Non-Stock and Drop Ship inventory into an existing, active, CSD stock item code. When using this option, care must be taken to ensure the costing is accurate if the stock item code being used has special cost factors like MSF or MLF costing. A better option to move non-stock items to inventory codes is by using a vendor 500 RMPO and PO. See the Moving Non-Stock Inventory to Stock Using Vendor 500 procedure for detailed instructions.





If you click on **Adjust**, a journal will open. Click OK. The next window will show you the Quantity and Totals of the product chosen. You have the option to adjust the Quantity and Totals.

5. If you are removing quantity from the Non-Stock product, then put a negative Quantity in the "Qty" field.
6. If you choose to remove any cost from the product, then put in the total amount to be removed in the "Totals" field as a positive amount (the system will not allow a negative amount here, but turns the amount to a negative amount and removes the cost correctly for you):

Current Levels ^

Balance Total
265.00

Current Levels (1)

<input type="checkbox"/>	Quantity	Unit	Amount	Total
<input type="checkbox"/>	50.00	PC	5.30	265.00

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Adjustments ^

Quantity Unit

Amount

Totals Bin Location

If you click on **Write Off**, the same window will pop up, but will only allow you to enter a dollar value in the Totals field. With Write offs, you need to enter a negative value if you wish to write out some of the value to remove it from your inventory costs on this Non-Stock product. If you need to add cost onto the product, then you would enter a positive value. If you are taking out the full value of a product that has no quantity, then another box will pop up asking you if you want to close the item:

Current Levels ^

Balance Total
265.00

Current Levels (1)

<input type="checkbox"/>	Quantity	Unit	Amount	Total
<input type="checkbox"/>	50.00	PC	5.30	265.00

Question

Close this Item?

No Yes

Quantity Unit

Amount

Totals Bin Location



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After you click “Yes” to close the item, The General Ledger box will pop up to close this item out to the correct G/L code, but it should default to the correct G/L code for you.

7. Click on the box on the left.
8. Click on submit to close out the item.

Account Type	Account	Amount	Account Name
<input checked="" type="checkbox"/>	139-2430	265.00	Inventory Count Adj - Steel

If you click on **Inventory**, the journal box will pop up and you need to OK the journal first. Then, you will see another window open giving you the opportunity to find or type in the existing SX product you'd like to put the inventory into. SX will fill in the existing product's data. If that is correct, click “Continue”:

Product	T600T250-54-10 - 16GA 6" TRACK 2 ...
Description	16GA 6" TRACK 2 1/2" FL
Category	2030 - Steel
Status	Order As Needed
Product Line	STL16G - LT & HVY GAUGE STEEL
Alternate Product Group	
Stocking Unit	PC
Extended	T600T25054100 0 6UDLT16212L10 - 600T2505410
Vendor	3021 - CLARKDIETRICH BLDG SYSTE...
Acquired	12/21/2017
HS Code	
Country of Origin	
ECCN	



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After clicking Continue, another window will open, similar to when adjusting the product. You will need to enter the Quantity you are removing from the Non-Stock code as a negative amount and the Total as the full positive amount to remove that cost from the Non-Stock as well, then click Submit:

Adjust Non-Stock/Direct Order (Inventory)
T60T50-54-10 | 139 | Non Stock

Submit Cancel

Current Levels ^

Balance Total
550.00

Current Levels (1)

Quantity	Unit	Amount	Total
50.00	PC	11.00	550.00

Question
Close this Item?
No Yes

Adjustments ^

Quantity	Unit	Amount	Totals	Bin Location
-50.00	PC	0.00	550.00	N/on/ Stock

After clicking Submit a window will open asking you to close this item. You can just click on Yes to close out the non-stock item.