

Item Code Set up

1. Purpose

1.1. To have a standard navigational instruction to IT in the ticketing for **Item Code Set up**.

2. Scope

2.1. IT users

3. Implementing Guidelines

3.1. Refer manual for detailed policy.

4. Navigation Procedures

4.1. Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department.

IT SUPPORT TICKETING SYSTEM
INCIDENT REQUEST PORTAL

Welcome, Jeppia. Agent Portal Profile Log Out

Dashboard Users Tickets Create New Ticket IT Asset Management Knowledgebase

Open Created Ticket Overview My Ticket Closed Search New Ticket

Assigned To Me 0
Assigned To My Department 11

Assigned To My Department

Ticket	Date Created	Last Update	Status	Client	Resolution SLA	Business Unit
429521	7/24/24 3:02 PM	7/24/24 1:14 PM	Open	Scho Maria	P2	Rose Pharmacy
427278	7/24/24 2:48 PM	7/24/24 1:10 PM	Open Ticket: Pending...	Delia Maria Inc.	P2	Rose Pharmacy
439669	7/24/24 11:30 AM	7/24/24 2:00 PM	Open Ticket: Change R...	Manney Avery Mallory	P3	Rose Pharmacy
387833	7/24/24 10:15 AM	7/24/24 4:00 PM	Open Ticket: Request...	Regina Stoenka	P2	Rose Pharmacy
339745	7/24/24 11:30 AM	7/24/24 2:00 PM	Open Ticket: Pending...	Lorela Piro	P2	Rose Pharmacy
403232	7/24/24 11:15 AM	7/24/24 5:15 PM	Open Ticket: Change R...	Alex Jr Cablen	P3	Rose Pharmacy
137159	7/24/24 12:22 AM	7/24/24 7:07 PM	Open Ticket: Request...	Regina Stoenka	P3	Rose Pharmacy
719429	7/24/24 6:45 AM	7/24/24 5:45 AM	Open Ticket: Vendor...	Marina Thacora	P2	Rose Pharmacy
249335	7/24/24 5:02 PM	7/24/24 6:10 PM	Open Ticket: Stock O...	Joseph Lindness	P2	Rose Pharmacy

4.2. Purchase requestors sends an open ticket to IT Helpdesk with the Item Code Request Form. Click Ticket number or Incident Description to open this ticket.

IT Support Ticketing System Incident Request Portal

Ticket #1421112

Open Ticket: Item Codes for Setup - 1421112

Mary Kathleen Bendigo 7/24/24 2:00 PM OPEN TICKET: ITEM CODES FOR SETUP - 1421112 PS Laurent Lincro

Item Code Description

ITEM00000001	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000002	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000003	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000004	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000005	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000006	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000007	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000008	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000009	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000010	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000011	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000012	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000013	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000014	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000015	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000016	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000017	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000018	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000019	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000020	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000021	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000022	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000023	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000024	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000025	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000026	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000027	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000028	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000029	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000030	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000031	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
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ITEM00000082	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
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ITEM00000093	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
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ITEM00000095	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000096	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000097	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000098	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000099	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112
ITEM00000100	ITEM CODE FOR SETUP - 1421112	ITEM CODE FOR SETUP - 1421112

Version I - 05/7/23 Date: 10/07/2024

Rose Pharmacy

ITEM CODE REQUEST FORM

Mark the appropriate box(es) below

Request for: ☐ New store
☐ Existing store
☒ Head office
☐ Warehouse

Unit of Measure

NAS	SDT	SDR	FT	SAL
RSS	UST	LT	LOT	MTH
ROR	YEC	NAM	RL	SCR
SEI	SAS	TDR	UNT	

Item code category

NTDS	Office supplies
NTSS	Store supplies
NTRO	Repair services
NTRS	Repair Materials
NTTX	Services (all)
NTFA	Fixed Asset
NTFY	Free Value Asset

Reason(s) for reactivation/deactivation/update of item code:

To be filled-out by Requester

ITEM CODE DETAILS	
1st Item	2nd Item
Item Code Cat: _____	Item Code Cat: _____
Item Code Desc: <u>Just Deal Sale With Item Acrylic Plastic</u>	Item Code Desc: _____
Unit of Measure: <u>LOT</u>	Unit of Measure: _____
Quantity: <u>1</u>	Quantity: _____
Price: <u>1250.00</u>	Price: _____
Budget code: _____	Budget code: _____
Account code: _____	Account code: _____

To be filled-out by Requester

REACTIVATION/DEACTIVATION

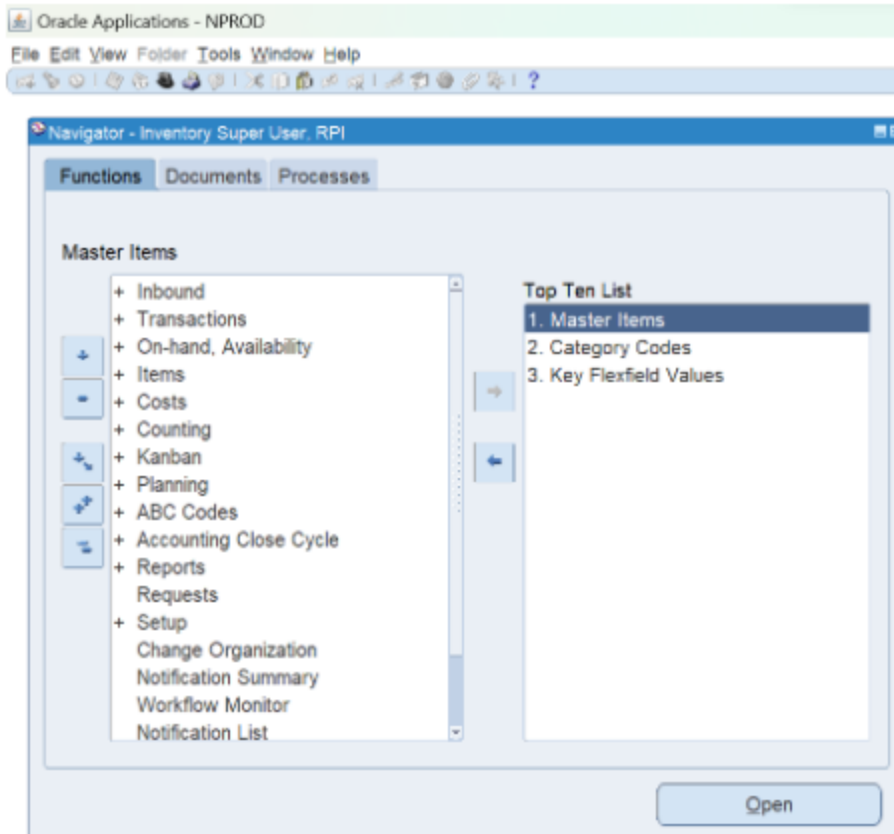
Item code: _____
Item code desc: _____

REQUESTED BY:	REVIEWED AND APPROVED BY:
Name: <u>Yvonne Rose Angulo</u>	Name: <u>Janel Adkins Officiant</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Date: <u>10/07/2024</u>	Date: <u>10/07/2024</u>

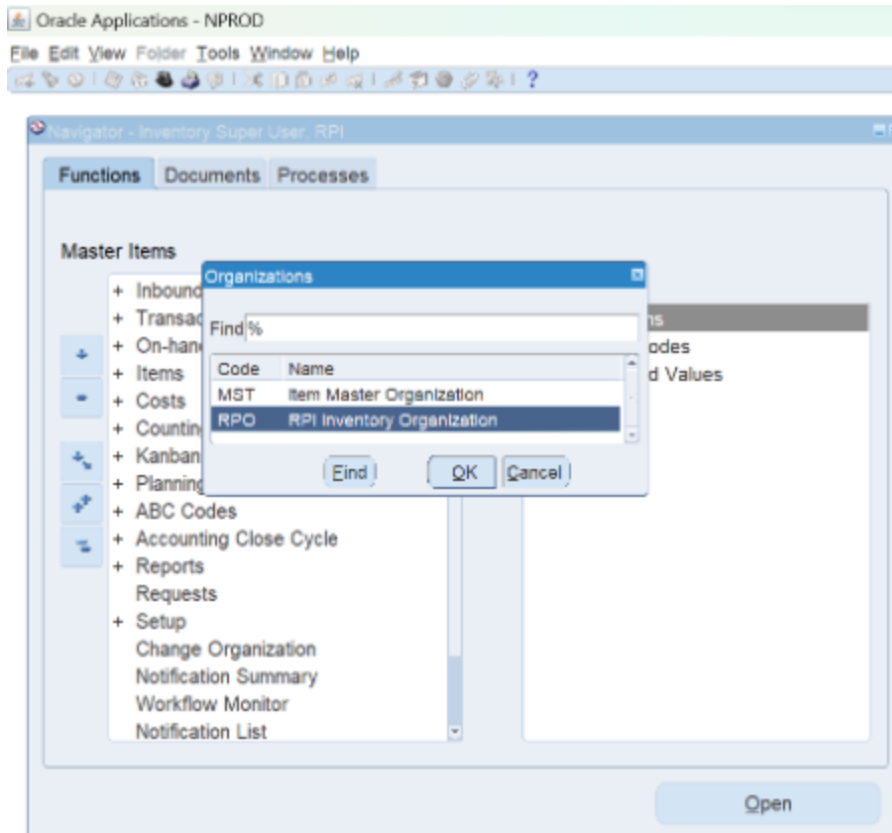
4.3. Open NT Item Master file. Copy provided data in template. Use this as reference for Oracle set up.

NT Item Master (05/05/23) - Excel									
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do									
4033									
RSM - CCM									
A	B	C	D	E	F	G	H	I	J
Item Code	Item Description			Expense Amount	Created	Amount			
750 NT00000000	MANAGE SUPPLY & REQUISITION						STORE - REPLACEMENT EQ		
752 NT00000000	ARMON PROCALAYER COAT						STORE - REPLACEMENT EQ		
753 NT00000000	ARMOR BUILT-UP - 180 GRADE						STORE - OTHERS		
754 NT00000000	3/8" SPLIT WALL TIES (EVO SERIES) NON ARMED WITH EED REINFORCING						STORE - REPLACEMENT EQ		
755 NT00000000	3/8" SPLIT WALL TIES ARMED						STORE - REPLACEMENT EQ		
756 NT00000000	SUPPLY OF 1/2" HP ARCO-LOST AND ARMED NON ARMED						STORE - REPLACEMENT EQ		
757 NT00000000	SUPPLY OF 1/2" HP ARCO-LOST AND ARMED NON ARMED						STORE - REPLACEMENT EQ		
758 NT00000000	ARMOR GLASS - 180 GRADE						STORE - OTHERS		
759 NT00000000	REPLACEMENT OF GLASS-DOOR PANELS						STORE - OTHERS		
760 NT00000000	ELECTRICAL WIRING & PLUMBING WORKS						STORE - OTHERS		
761 NT00000000	ONCE UPON						STORE - OTHERS		
762 NT00000000	TAN METAL UPGRADE						STORE - OTHERS		
763 NT00000000	ONCE UPON						STORE - OTHERS		
764 NT00000000	SOFTWARE UPGRADE LICENSE & SUPPORT - CUSTOM APPLICATION SUPPORT - ORACLE PURCHASING (INCLUDED IN RATE) - COVERED PRODUCT (01/01/2022 TO 01/01/2023)						STORE - OTHERS		
765 NT00000000	SOFTWARE UPGRADE LICENSE & SUPPORT - CUSTOM APPLICATION SUPPORT - ORACLE PURCHASING (INCLUDED IN RATE) - COVERED PRODUCT (01/01/2022 TO 01/01/2023)						STORE - OTHERS		
766 NT00000000	SOFTWARE UPGRADE LICENSE & SUPPORT - CUSTOM APPLICATION SUPPORT - ORACLE PURCHASING (INCLUDED IN RATE) - COVERED PRODUCT (01/01/2022 TO 01/01/2023)						STORE - OTHERS		
767 NT00000000	SOFTWARE UPGRADE LICENSE & SUPPORT - CUSTOM APPLICATION SUPPORT - ORACLE PURCHASING (INCLUDED IN RATE) - COVERED PRODUCT (01/01/2022 TO 01/01/2023)						STORE - OTHERS		
768 NT00000000	SOFTWARE UPGRADE LICENSE & SUPPORT - ORACLE PURCHASING (INCLUDED IN RATE) - COVERED PRODUCT (01/01/2022 TO 01/01/2023)						STORE - OTHERS		
769 NT00000000	ARMED 32 PRODUCT SUPPORT SERVICES (MAINTENANCE)						STORE - OTHERS		
770 NT00000000	ARMED 32 PRODUCT SUPPORT SERVICES (MAINTENANCE)						STORE - OTHERS		
771 NT00000000	ONCE UPON						STORE - OTHERS		
772 NT00000000	ONCE UPON						STORE - OTHERS		
773 NT00000000	ONCE UPON						STORE - OTHERS		
774 NT00000000	ONCE UPON						STORE - OTHERS		
775 NT00000000	ONCE UPON						STORE - OTHERS		
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799 NT00000000	ONCE UPON						STORE - OTHERS		
800 NT00000000	ONCE UPON						STORE - OTHERS		

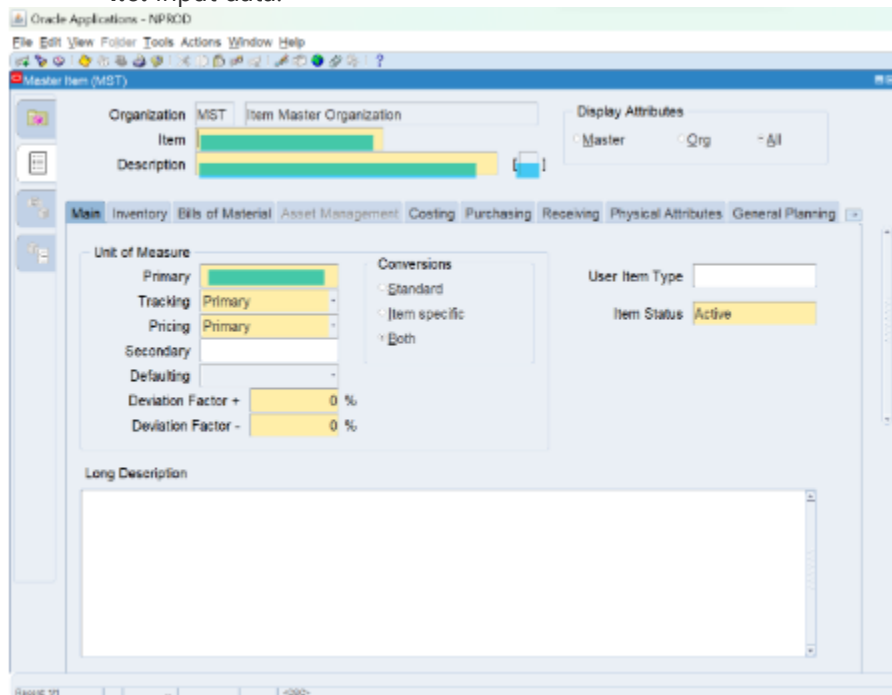
4.4. In Oracle, go to Inventory Super User, RPI > Master Items. Click Open.



4.5. Choose RPO - RPI Inventory Organization.
Click OK.

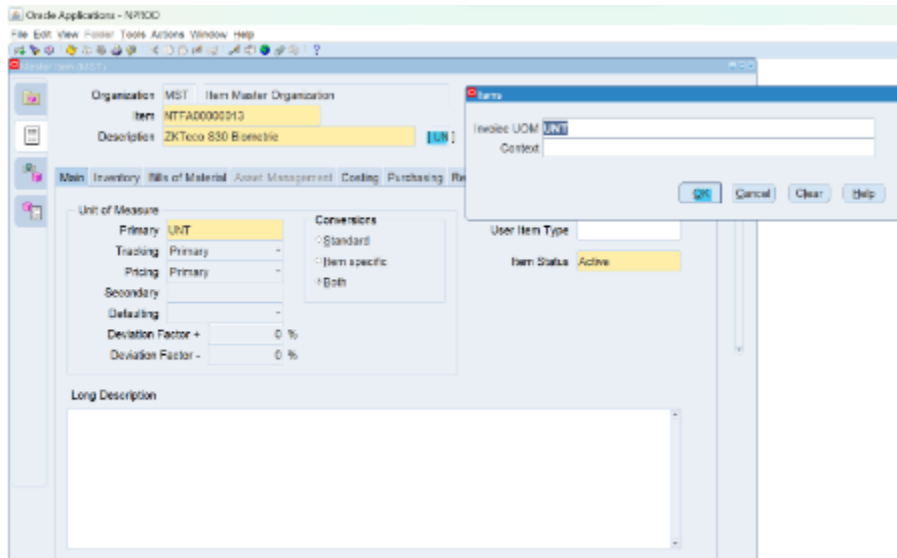


4.6. Input data.



4.6.a. Header -

- Item - from item code class (NTFA, NTSS, NTSV, NTOS, NTLV, NTRM, NTRS) assigned by GL team; number value is determined by IT based on the last item code created for that item code class.
- Description - copy from description provided by GL
- DFF - input unit of measure (UNT, LOT, PCS, RLL, etc) in Invoice UOM; **click OK**



4.6.b. Main tab -

- Unit of Measure - input unit of measure (UNT, LOT, PCS, RLL, etc); should be the same UOM as the DFF
- Item Status = Active

4.6.c. Inventory tab -

- Reservable - uncheck this

Oracle Applications - NPROD

File Edit View Folder Tools Actions Window Help

Master Item (MST)

Organization: MST Item Master Organization

Item: NTFA00000013

Description: ZKTeco S30 Biometric [UN]

Display Attributes: Master Org All

Main Inventory Bills of Material Asset Management Costing Purchasing Receiving Physical Attributes General Planning

Inventory Item: Storable Reservable (Q)

Revision Control (D): Lot Expiration (Shelf Life)

Control: No Control

Shelf Life Days: 0

Retest Interval:

Expiration Action Interval:

Expiration Action:

Lot: Control: No Control

Starting Prefix:

Starting Number:

Maturity Days:

Hold Days:

Locator Control: No Control

Restrict Subinventories: Restrict Locators (J)

Transactable: Check Material Shortage

Cycle Count Enabled: Negative Measurement Error Positive Measurement Error

Serial: Generation: No Control

Serial Tagging Enabled: Starting Prefix Starting Number

Grade Controlled: Default Grade

Material Classification Type: Material Classification Control

4.6.d. Costing tab -

- Change Account Code to the account code provided by GL team.

Oracle Applications - NPROD

File Edit View Folder Tools Actions Window Help

Master Item (MST)

Organization: MST Item Master Organization

Item: NTFA00000013

Description: ZKTeco S30 Biometric [UN]

Display Attributes: Master Org All

Main Inventory Bills of Material Asset Management Costing Purchasing Receiving Physical Attributes General Planning

Costing Enabled: Inventory Asset Value: Include In Rollup

Cost of Goods Sold Account: 88 120110.00000000.0000.00.0000

Standard Lot Size:

Accounting Flexfield

Company: 88 RPI

Account Code: 120110 FA - ASSET CLEARING

Location: 00000000 NONE

Department: 0000 NONE

Employee ID: 00 NONE

Future2: 0000 NONE

OK Cancel Combinations Clear Help

4.6.e. Purchasing tab -

- Check Purchased.
- Change Expense Account to the account code provided by GL team.

- If there is Asset Category (Major and Minor) provided by GL, input.

Oracle Applications - NP600

File Edit View Folder Tools Actions Window Help

Organization: MST Item Master Organization

Item: NTFA00000013 ZKTeo 530 Biometric [UN]

Display Attributes: Master Org All

Main Inventory Bills of Material Asset Management Costing Purchasing Receiving Physical Attributes General Planning

Category Assignment

Category Set	Control Level	Category
RPI Nontrade Inventory	Master	CAPEX-HO-REPLACE

Expense Account: 120110 000000 0000 00 0000

Asset Category: EQUIPMENT

Major Category: EQUIPMENT

Minor Category: BIOMETRIC DEVICE

OK Cancel Combinations Clear Help

*If the expense account is a clearing account like 120110 FA - ASSET CLEARING, then there should be an asset category. Any other expense account would not have an asset category; leave as BLANK.

4.7. Click Tools.

Oracle Applications - NP600

File Edit View Folder Tools Actions Window Help

Tools menu open:

- Categories
- Catalog
- Pending Status
- Revisions
- Item Subinventories
- Item Relationships
- Manufacturer Part Numbers
- Cross References
- Item Costs
- Engineering Transfer
- Organization Assignment
- Find Attributes...
- Copy From...
- Outsourced Assembly
- Record Details

- Choose Categories.

Oracle Applications - NP600

File Edit View Folder Tools Actions Window Help

Organization: MST Item Master Organization

Item: NTFA00000013 ZKTeo 530 Biometric [UN]

Display Attributes: Master Org All

Main Inventory Bills of Material Asset Management Costing Purchasing Receiving Physical Attributes General Planning

Category Assignment

Category Set	Control Level	Category
RPI Nontrade Inventory	Master	CAPEX-HO-REPLACE

RPI Item Categories dialog box:

Category	Replacement of Equipment in the Head Office necessary is
Category 1: CAPEX	
Category 2: HO - REPLACEMENT EQUIPMENT	

OK Cancel Combinations Clear Help

- Input Item Categories provided by GL team
- Click OK.
- Click save.

- 4.8.** Click Organization Assignment (3rd button).

- Ensure that the Assigned boxes are all checked.
- Click Org Attributes.

4.9.a. Costing tab –

- Change Account Code to the account code provided by GL team.

4.9.b. Purchasing tab –

The screenshot shows the Oracle Applications - NPI000 window. The top menu bar includes File, Edit, View, Folder, Tools, Actions, Window, and Help. The main window title is "Master Item (MST)". The "Organization Item (RPO)" section shows "Organization" as RPO, "Item" as NTF00000013, and "Description" as ZKTeco S30 Biometric. The "Display Attributes" section has "Master", "Org", and "All" buttons. The "Main" menu bar includes Main, Inventory, Bills of Material, Asset Management, Costing, Purchasing, Receiving, Physical Attributes, and General Planning. The "Purchasing" tab is active, showing various fields: "Purchased" (checked), "Purchasable" (checked), "Use Approved Supplier" (unchecked), "Allow Description Update (G)" (checked), "Outside Processing Item" (unchecked), "RFQ Required" (No), "Taxable" (No), "Input Tax Classification Code" (empty), "Invoice Matching" (checked), "Receipt Required" (Yes), "Inspection Required" (Yes), "Default Buyer" (empty), "Unit of Issue" (empty), "Receipt Close Tolerance" (%), "Invoice Close Tolerance" (%), "UN Number" (empty), "List Price" (empty), "Hazard Class" (empty), "Price Tolerance" (0%), "Market Price" (empty), "Rounding Factor" (empty), "Encumbrance Account" (empty), "Expense Account" (66 120110 00000000 0000 00 0000), and "Asset Category" (EQUIPMENT.BIC).

- Change Account Code to the account code provided by GL team.
- Click save.

4.10. Notify GL and requestor of successful set up, with screenshot of item code created.

RE: OPEN TICKET: **ITEM CODE REQUEST** for **HOT DEALS DRESS-UP**

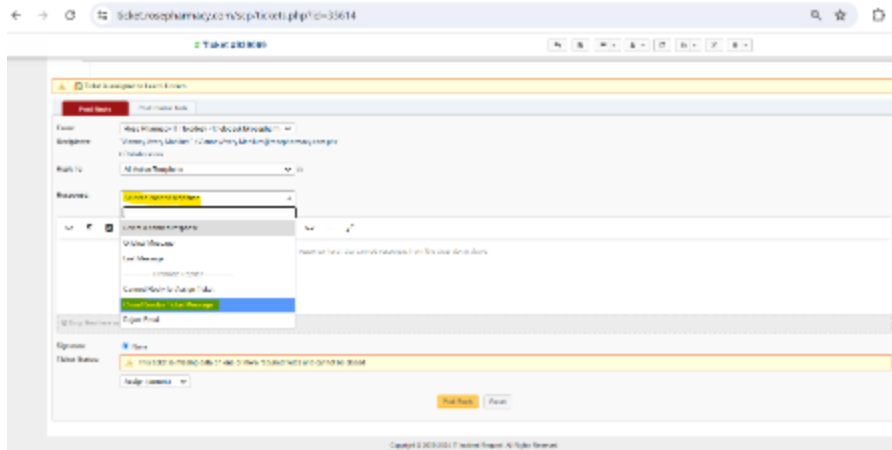
Laarni Lincaro
To: Ayessa Enriquez
Cc: Fritzie Mae Angulo; Benolaga, Mary Kathleen; +3 others
Wed 7/10/2024 1:47 PM

Hi Ayessa,

This is done.

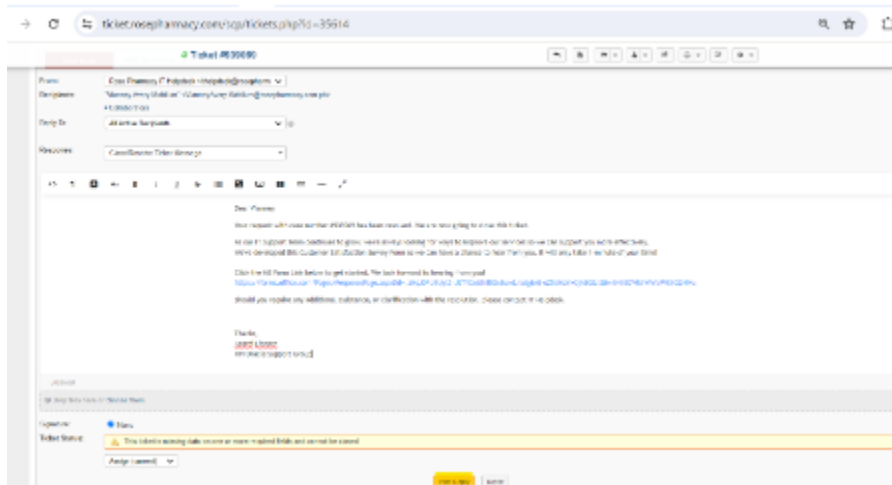
The screenshot shows the Oracle Applications - NPI000 window. The top menu bar includes File, Edit, View, Folder, Tools, Actions, Window, and Help. The main window title is "Master Item (MST)". The "Organization Item (RPO)" section shows "Organization" as MST, "Item" as NTSV00000266, and "Description" as Hot Deal Side w/ 3mm Acrylic Plastic. The "Display Attributes" section has "Master", "Org", and "All" buttons. The "Main" menu bar includes Main, Inventory, Bills of Material, Asset Management, Costing, Purchasing, Receiving, Physical Attributes, and General Planning. The "Unit of Measure" tab is active, showing "Primary" as PCS, "Tracking" as Primary, "Pricing" as Primary, "Secondary" as empty, "Defaulting" as empty, "Deviation Factor +" as 0 %, and "Deviation Factor -" as empty. The "Conversions" section shows "Standard" (checked), "Item specific" (unchecked), and "Both" (unchecked). A "Category Assignment" dialog box is open, showing "Item" as NTSV00000266, "Description" as Hot Deal Side w/ 3mm, "Category Set" as empty, "Control Level" as empty, and "Category" as empty.

4.11. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.

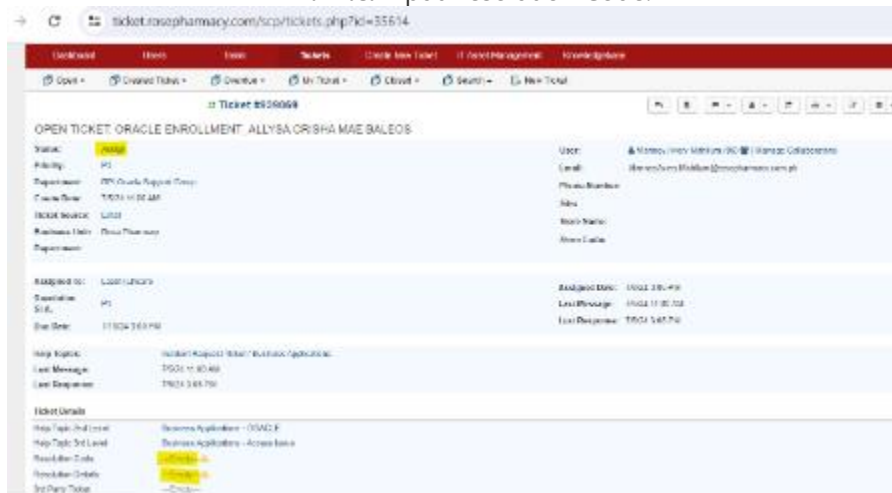


4.11.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.

4.11.b. The close message with the survey link shall appear. Post Reply.



4.11.c. Input Resolution Code.



Click Select Resolution Code.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

Optional reason for the update

Cancel Update

Choose Business Application. Click Update.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

- Business Application
- Cloud Server Issue
- Computer Hardware
- Computer OS
- End User
- Network Device Issue
- Network ISP Issue
- Network Link Issue
- O365
- Peripheral
- Physical Server Issue
- Printer
- Process
- Server OS Issue
- Server OS Service Issue
- Third Party Application / Website
- Virtual Machine

Update

Last Response: 7/6/24 3:06 PM

4.11.d. Input Resolution Details - the steps to close/fulfill the user request.

Ticket #939069: Update Resolution Details

Resolution Details:

Please write here why this ticket you want to closed

Resolution

Optional reason for the update

Cancel Update

4.11.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).

Y = required field

7. Schedule

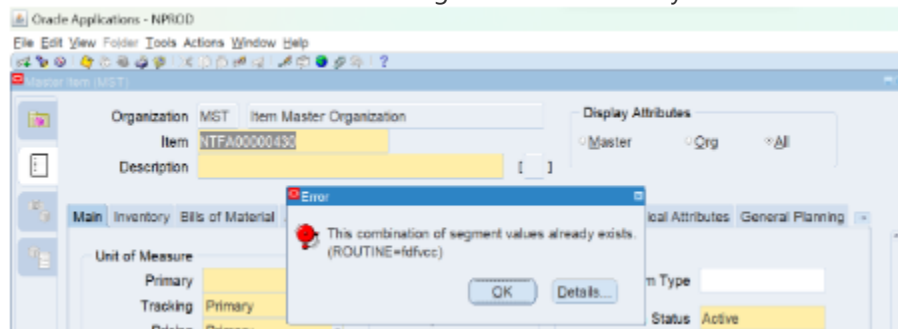
7.1. Item code set up is performed **per request (open ticket)**.

7.2. Item code set up is done by IT after receiving ticket from PR requestor or GL team. Email notification of successful upload on the same day. SLA = P3 (turnaround time = within 3 days)

8. Troubleshooting

8.1. If there are errors in item code set up -

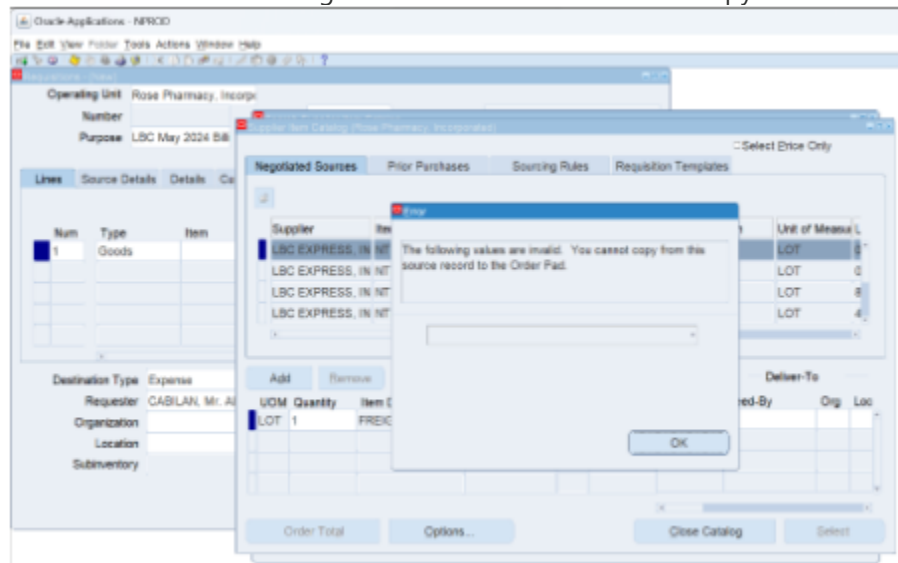
8.1.a. This combination of segment values already exists.



- Change item code to next number in the series e.g. NTFA00000430 -> NTFA00000431

8.2. If purchase requestor cannot use an item code when choosing from catalog in PR creation -

8.2.a. The following values are invalid. You cannot copy from this source record to the Order Pad.



- Requestor must coordinate with GL team for new item code category assignment.
- GL sends an open ticket to IT to change item category set up.

Item Codes for setup Batch 2 (Protected View) - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

A2 NTFA0000001

Item Code	Description	Category	Category 2
NTFA00000001	CORNER RILLER	CAPEX	STORE - REPLACEMENT REP
NTFA00000002	RECONVEYER/INBOARD BARCODE SCANNER	CAPEX	STORE - REPLACEMENT REP
NTFA00000003	STORAGEFRONT RECHARGE 3.5BT	CAPEX	NEW STORES
NTFA00000004	PORTABLE AIRCON (FUELENGO PNC 2500W) - PRODUCT DESCRIPTION 3.5HP	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000005	AIRCON INSTALLATION COST	CAPEX	DC - REPLACEMENT EQUIPMENT
NTFA00000006	BARCODE SCANNER 2D/1D	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000007	72W 500 Blue LED	CAPEX	HS - REPLACEMENT EQUIPMENT
NTFA00000008	ELECTRIC CABLE	CAPEX	HS - REPLACEMENT EQUIPMENT
NTFA00000009	CABLE	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000010	CABLE	CAPEX	DC - REPLACEMENT EQUIPMENT
NTFA00000011	CABLE	CAPEX	HS - REPLACEMENT EQUIPMENT
NTFA00000012	DC UNIT (2000W 10-21 CORD) (MOUNT) BLACK (FULL MLT/L)	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000013	CCTV 72W 3 CA. PWR / MONITOR	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000014	CCTV INSTALLATION	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000015	CCTV TOOL / EQUIPMENT	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000016	CCTV INSTALLATION	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000017	CCTV INSTALLATION	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000018	CCTV INSTALLATION	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000019	CCTV MATERIALS	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000020	CABLE RAY OF 55	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000021	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000022	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000023	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000024	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000025	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000026	CABLE RAY	CAPEX	STORE - REPLACEMENT EQUIPMENT
NTFA00000027	HP ML 10 GEN10 (SERVER)	CAPEX	STORE - REPLACEMENT COM EQUIP
NTFA00000028	LENOVO M10 GEN10 (SERVER)	CAPEX	STORE - REPLACEMENT COM EQUIP
NTFA00000029	HP ML 10 GEN10 (SERVER)	CAPEX	STORE - REPLACEMENT COM EQUIP
NTFA00000030	FABRICATION OF SAWING DOOR	CAPEX	STORE - RENOVATION
NTFA00000031	GLASS	CAPEX	STORE - RENOVATION
NTFA00000032	Embedded Switch mode power supply 320/20A	CAPEX	STORE - REPLACEMENT COM EQUIP
NTFA00000033	LAN SWITCH ARUBA - J1855 ARUBA 82N 1200 24G 80W + 1855 5W	CAPEX	STORE - REPLACEMENT COM EQUIP
NTFA00000034	LAN SWITCH 48P 340	CAPEX	STORE - REPLACEMENT COM EQUIP

Batch 2

- IT updates item code category set up.

Oracle Applications - NPROC

File Edit View Folder Tools Actions Window Help

Master Item (MGT)

Organization MST Item Master Organization

Item NTFA0000430

Description HP RPOS PACKAGE (INCLUSIVE OF PERIPHE [UN]

Category Assignment

Category Set RPI Nontrade Inventory Control Level Master Category CAPEX STORE - REPE

User Item Type

Item Status Active

RPI Item Categories

Category 1 CAPEX

Category 2 STORE - REPLACEMENT EQUIPMENT

Replacement of Equipment in the existing stores necessary

OK Cancel Combinations Clear Help

- In Oracle, go to Inventory Super User, RPI > Master Items
- Choose RPO - RPI Inventory Organization.
- Press F11 in keyboard. Input item code for update. Press Ctrl + F11
- Go to Tools > Categories.
- Input Item Categories provided by GL team. Click save, then OK.
- IT notifies GL and requestor of successful item code update with screenshot of updated category.
- Requestor must coordinate with Non-trade procurement team for new quotation set up.

- NT procurement must close old quotation (using old item categories), and create new quotation with the item codes (using new item categories).
- Requestor can now create a new purchase request (PR).

8.3. For technical issues, contact IOM for support by submitting a ticket to iOM Help in <https://support.iomphilippines.com/help/135183837> and sending an email to Oracle EBS Support <ebs.support@iomphilippines.com>