**Hands on Exercise on Inventory Management**

**Name of the participant –**

**Date –**

1. Create **Location Class** using the Menu option – ARC
2. **Define Authorizers for the Location Class** Created in Step 1, using the menu option – MIMA
3. Add **Location code** for the Location Class created in Step 1 – by using the menu option – MILC.
4. Go to IRCE - Check Inventory Codes Added. Observe the Inventory Code for Chq book (CHQ) and Demand Drafts (DDs).
5. Add Inventory Type for the Inventory Class – CHQ and DDS – Using the menu option - MIIS
6. Inventory Movement: Menu: **AIMBL**

Branch has ordered Cheque books, Demand Drafts etc. to the centralized Stationary dept. / vendor and the order has been delivered to the branch. There are 50 cheque leaves.

Assuming the scenario, record the movement of inventories with the help of Finacle.

Invoke menu AIMBL

Provide From Location Class as ‘ZZ’ and From Location Code ‘EXT’.

Provide To Location Class and Code Created by you.

Click on GO.

Click on the ADD button under Inventory Details.

Provide the Inventory Class/Type as CHQ from the searcher.

Provide the Starting no. of the inventory and Ending number of the inventory. It will automatically calculate the quantity.

You can also provide the transaction particulars.

Click on SAVE.

Click on submit and note down the Inventory Transaction ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Verify the inventory movement by another authorized user.

Invoke menu **VIMBL**

Enter the inventory transaction ID

Enter the Transaction date as BoD date.

Click on Go.

View the correctness of the details entered.

Click on the  icon to view the authorizer details.

Enter ‘From Location Class Authorizers’ as your user ID.

Click on authorize for the status corresponding to From Location Class Authorizer.

Enter the password and click on Login.

In the same way, enter the authorizer details for the To Location Class Authorizer.

Click on Submit.

1. Now all the inventory are in Double Lock. Before issuing the cheque books to the customers, the inventory should be issued to an user and the same can be done by an employee/user. An employee can issue the cheque book to the customer only when the cheque book in his/her location. So, now to issue a cheque book we have to move the inventory from Double lock location to Employee ID.

The same procedure has to be followed as **step 6**.

In this case From Location Class/Type , mention Location Class/Code created by you and in TO Location Class/ Type mention EM/<User ID>.

Verify the same along with all the authorizers in the authorization tab.

1. Inventory Movement Inquiry: Menu: **IIMT**

You can inquire the inventory movement based on Start Date, Inventory transaction ID, Inventory Class/Type, Inventory Transaction Status, From Location Class/Code, To Location Class/Code, Source Authorizer and Destination Authorizer.

1. Inventory Split and Inquiry: Menu: **SIOL [**For own location**] / SIOLN [**Other Location**]**

Now in your employee ID/User ID location, there are 50 SB Cheque leaves available, which you can issue to the customers. But all the cheques books are of 5 leaves per book. So, there are 10 cheques books of 5 leaves each. It is not possible to issue a single cheque book to a particular customer unless and until all the Cheque leaves are split into 10 cheque books of 5 leaves each.

Provide the inventory class and Inventory Type [optional]. If provided, then it will select the specified inventory, otherwise all the inventory available in the user’s location will be shown.

Select the link of the correct Inventory Class/Type.

Click on Continue

Start serial no. will be auto populated, but you can change the number as per your requirement.

Provide the no. of items per unit (in this case it will be 5) and the No. of Units (in this case it will be 10).

Click on SUBMIT.

Now you can enquire the inventory with the same menu option with the function to be selected as INQUIRE.

You can view the details by clicking on the dialog box link on the right side of each row.

1. Inventory Merge and Inquiry: Menu: **MIOL [**For own location**] / MIOLN [**for all location**]**

This is just the reverse procedure of the SPLIT functionality. We are using this to move a set of inventory from one location to another, specifically useful for movement from one user ID to another.

Location Class/Code will be automatically populated.

Provide inventory Class and Inventory Type.

Provide the starting serial no. and the quantity of the inventory that has to be merged. Now click on GO.

It will show the list of the cheque leaves according to the units of cheque books.

Click on SUBMIT.

You can inquire the same merged inventory with the same menu option.

1. Inventory Status Report: Menu: **BGISROL** [For Own Location] / **BGISROLN** [For all Location]

Location Class/Code will be automatically populated.

Provide the Inventory Class/Type for which status you want to fetch.

The report will be available in PQR menu option.

1. Inventory Inquiry ALL: Menu:  **IIAL**

Location Class/Code will be automatically populated.

Provide the Inventory Class/Type for which status you want to fetch.

You can see the details in the weblog link on the right side of each row.