01.201.21-Item Open Requisition Master

PROCESS OVERVIEW

Complete a **requisition** for any **item** by simply entering the Item schedule, Item name, item UM, Item Nature, Item group, Item Category.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Item Schedule	Item Schedule Master	User selection
Item Group	Item Group master	User selection
Item Category	Item Category Master	User selection
Item Nature		View_item_nature
Item UM	Item UM Master	

KEY FEATURES

- Item open requisition master help in end user to request any new item available in production, store and any other purpose
- Item open requisition master saved time of ERP Admin for create new item code
- In item master data copy from item open requisition master

PROCESS DETAILS

Open the form, enter the required details.

Click on Add button

BUTTONS	DESCRIPTION
New	To Select New record
Save	Press Ok to save the record
Cancel	To Cancel existing record

Step By Step Guide

1) Press 'New' Button.

2) Select item schedule from the drop-down List.

3) Enter the item name

4) Select the unit of measurement

5) Select 'Item nature with the help of F8/F9.

6) Select 'Item Group   with the help of F8/F9.

Input Field Level Information – Requisition Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Item Department	Item Department	O	Department from which requisition will be booked. Populates the Department configured in the series master. Otherwise user can select the same by pressing F9/F8 key from the LOV.
Item Detail	Item Detail	O	Complete detail of item which you wish to print in PO and Invoice can be entered here.
Item schedule	Item schedule	R	Select the item schedule from the drop down list
Item group	Item group	R	Item groups can also be attached to the item.
Input Scrap	input Scrap	O	Input scrap percentage received.
Input Wastage	Input Wastage	O	When Input Item is used to obtain the product (being entered) wastage Percentage.
Input Item Code	Input Item Code	O	If item is derived from processing of a single item then this item code can be given here.
Old Code			Codes for the item in previous ERP. Used for Mapping.

R = Required, O = Optional, C = Conditional

Input Field Level Information – Default Values

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Stock Type	Drop Down List	O	Populates the default stock type configured in the series. Otherwise user can select the stock type manually from the drop down list. Once the Stock Type is set as default value then it will be set common for all the items.
Division	Division Master	C	Division for which the requisition will be booked. Once the Division is set as default value then it will be set common for all the items. Populates the Division configured in the series master. Otherwise user can select the same by pressing F9/F8 key from the LOV.
Cost Code	Cost Center Master	O	Cost Code for which the requisition will be booked. Once the Cost/Project is set as default value then it will be set common for all the items. Populates the Cost/Project configured in the series master. Otherwise user can select the same by pressing F9/F8 key from the LOV.
Parent Code	Parent Code	O	If item is derived from another item it can be selected by pressing F9.
HSN code	HSN master	O	Select HSN code from press F9/F8 button

R = Required, O = Optional, C = Conditional