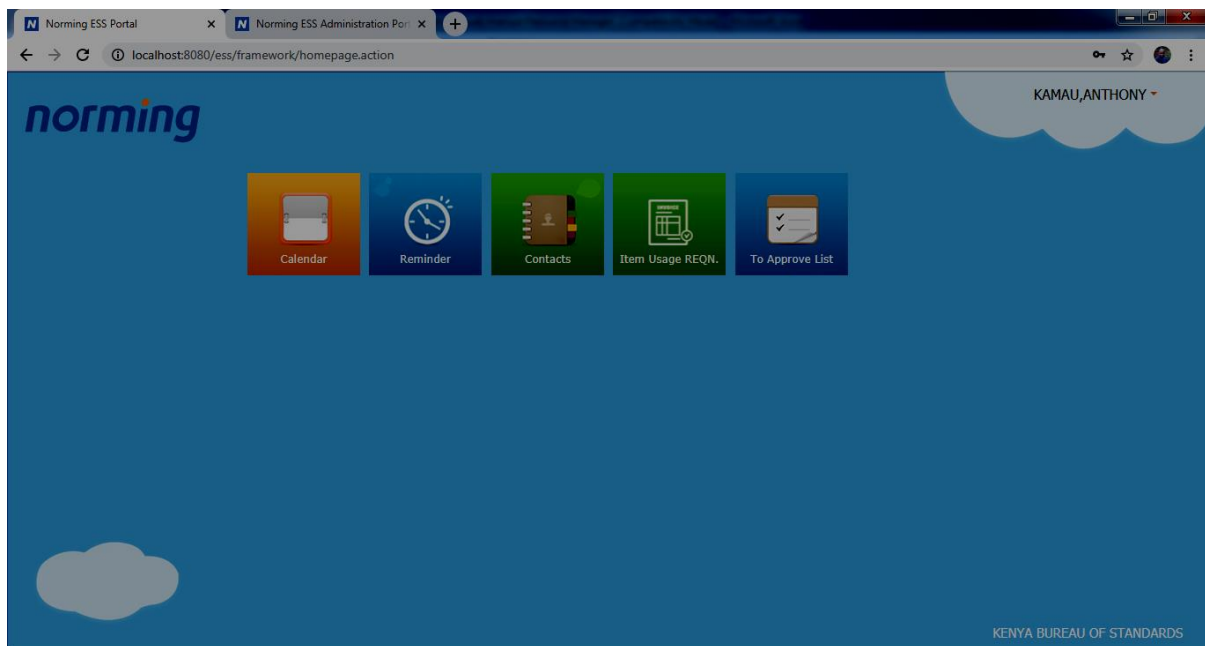




## A) REQUISITION PROCESS

This will be done using the Resource manager web portal, users will log in using the link provided. Upon logging in the following dashboard is loaded. To create a new requisition, the user selects the Item **"Usage Requisition Icon"** then Selects **New** button



When the user click new, the following screen loads



**Item Usage Requisition**

Requisition Type: [BIO] BIO ITEMS    Requisition Date: 06/13/2019    Date Required: 06/13/2019

Description: KAMAU ANTHONY's Item Usage Requisition on 06/13/2019    Status: Open

Reference: MEMO 15TH JUNE 2019

Item Number	Item Description	Quantity	UOM	Date Required	Comments
1	S-BIO-0003	5.0000	Pkt/100	06/13/2019	
2	S-BIO-0004	6.0000	Pkt/100	06/13/2019	
3		1.0000			
4		1.0000			
5		1.0000			
6		1.0000			
7		1.0000			
8		1.0000			
9		1.0000			

Buttons: Insert, Remove, Copy

	Qty. On Hand	Qty. Committed	Qty. On PO	Qty. On PR
Location	0.0000	0.0000	0.0000	0.0000
All Locations	0.0000	0.0000	0.0000	0.0000

Buttons: Save, Submit

The Requestor will fill in the following information

- ❖ Select the Requisition Type(A user can have more than one i.e. Bio chem stores, Engineering stores etc)
- ❖ Enter a reference if available
- ❖ Select the items you are requesting
- ❖ Save & submit

NB: You will be required to select the approver to proceed with the submission process

## B) APPROVAL PROCESS

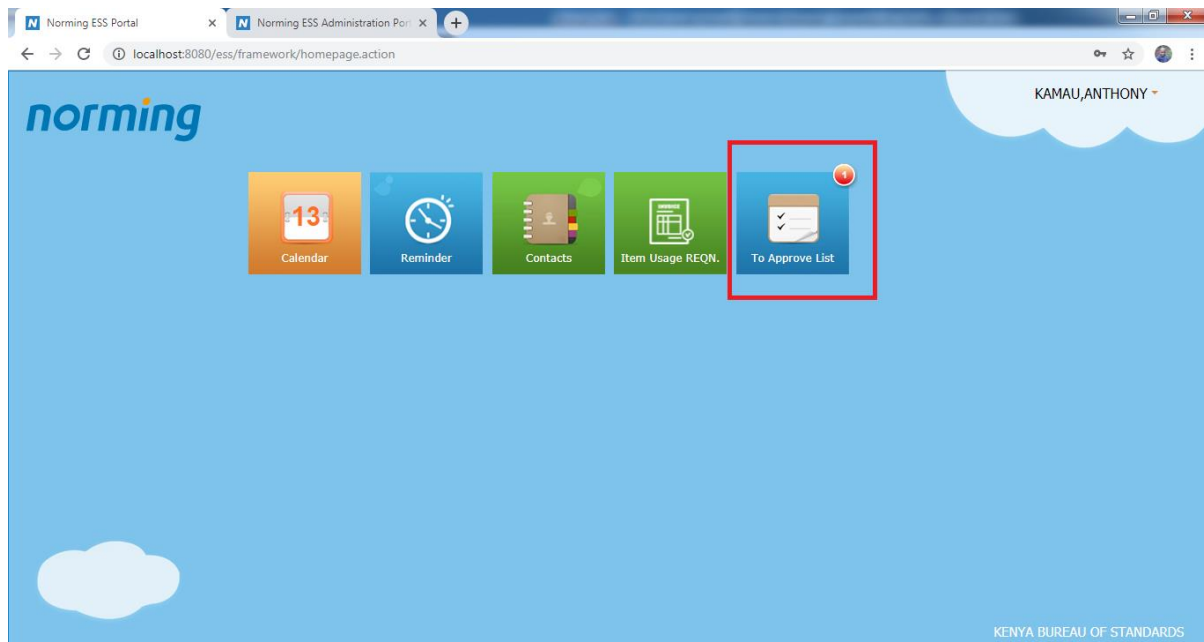
The approver will login as per the process in (A) above



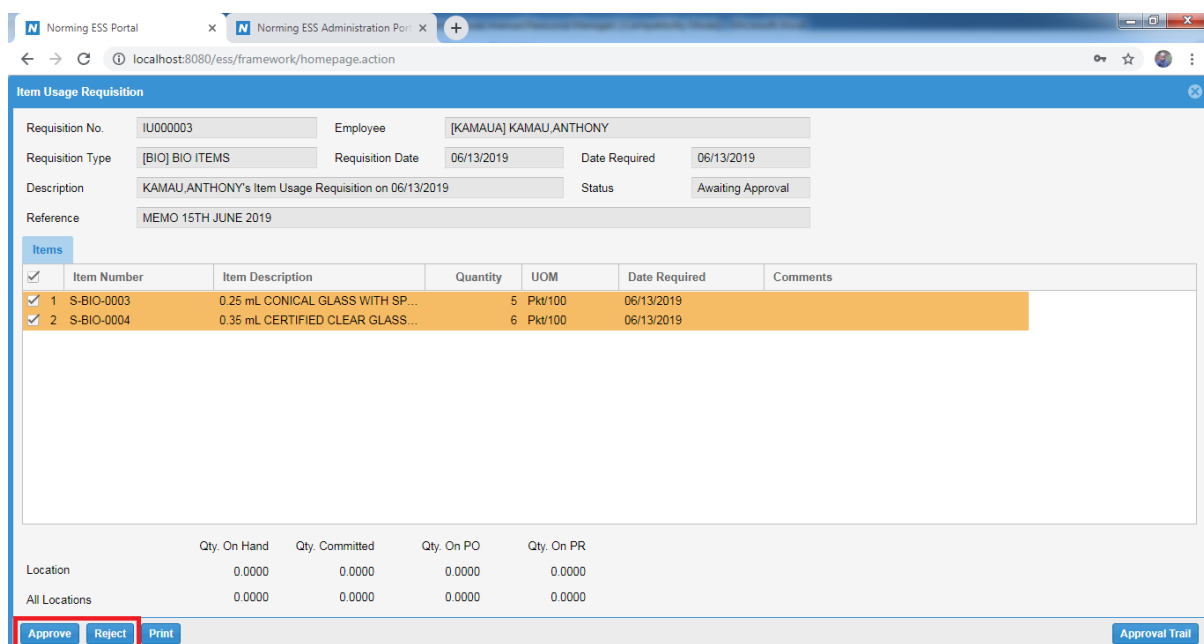
# KENYA BUREAU OF STANDARDS

## Stores Issues – User Guide

The approver will be notified on the dashboard if there are new requisitions to approve in form of a notification badge count as shown below



To approve, the approver just needs to open and review the requisition then if satisfied they are okay click on the approval button.





## C) STORES GRN PROCESS

### Updating stocks

Inventory Control> I/C Transactions > GRN

Update any GRNs that have been received by procurement to affect the stores

- ❖ Recall the GRN by using the finder
- ❖ Select the GRN you want to update then click post

***NB: The importance of this step is to convert the stock from the purchase items as outlined in process A) above***

Item No	Item Desc	UoM	Quantity	Cost	Total
S-BIO-0001	Sodium Sulphate Anhydrous AF 500g		12	340000	4080000



## Posting the GRN

### Inventory Control> I/C Transactions > Receipts

Once the GRNs have been converted into stock you need to post as shown below and then run Day End Processing for the stock amounts and figures to be updated in the system

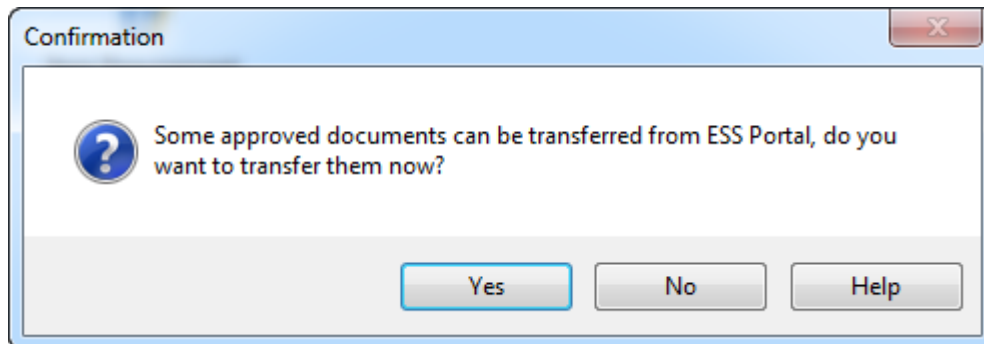
Lin...	Item Number	Item Description	Location	Qty. Received	Unit of Measure	
1	S-BIO-0001	Sodium Sulphate Anhydrous AR	CLC	12.0000	500g	340,000

## D) STORES ISSUE PROCESS

The stores person will login to Sage normally then go to

**Resource Manager > Requisitions > Item Usage Requisition.**

On clicking the Icon, the user will be notified if there are any Requisitions that have been approved from the online portal as shown below



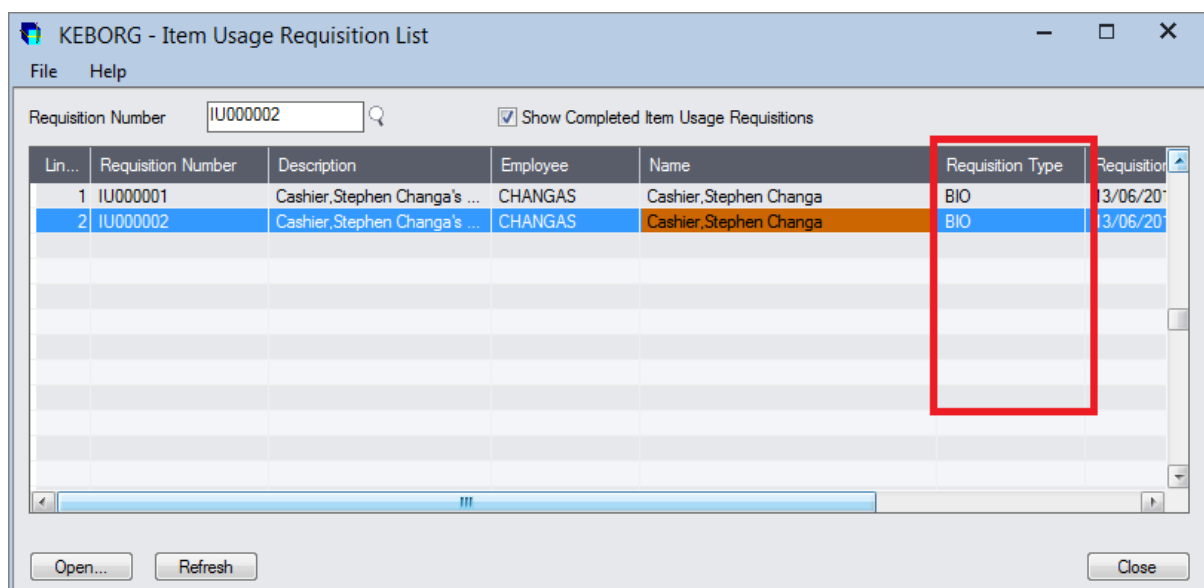
Any approved requisitions will be transferred and appear on the requisition screen.

The stores person just needs to open the requisitions, review approval comments and issue

Also from the same screen, the stores person will be able to see the approval trail showing all the approval levels.

The batch list will look as below and the stores person will be guided by the requisition type to know where their action is needed i.e. the relevant store

### Batch list



## Requisition details

[illegible]

## Approval Trail

[illegible]



## E) REPORTS

### 1. Inventory movement report

**Inventory Control > I/C Stock Control Reports > Inventory Movement**

This report shows the history per item i.e. the opening balance, what has been received, what has been issued out and the balance.

It can be printed for a particular item or a range of items

KEBORG - I/C Inventory Movement Report

File Help

Select Transactions By: Date

From Date: 01/01/2006 To: 12/10/2017

Print: Separate Locations

Report Currency: Functional

From Account Set: To: ZZZZZZ

From Location: To: ZZZZZZ

From Item Number: To Item Number: ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ

Sort By: None

Print Close



## Stores Issues – User Guide

Date	Document Number	Srce.	Type	Unit	Quantity	Extended Cost	Quantity	Extended Cost	Quantity	Actual Cost
					<b>Inventory In</b>		<b>Inventory Out</b>		<b>Balance</b>	
					Costing Method:		ZBIO			
S-BIO-0001 Sodium Sulphate Anhydrous AR					Opening Balance: 500g				0.0000	0.00
10/09/2017	RCP000000041	IC	Receipt	500g	23.0000	12,880.00			23.0000	12,880.00
10/12/2017	ISH000000172	IC	Internal Usage	500g			12.0000	6,720.00	11.0000	6,160.00
					Item Total:		12,880.00	6,720.00		
					Ending Balance:				11.0000	6,160.00
S-BIO-0002 SODIUM SULPHATE ANHYDROUS AR					Costing Method:		ZBIO			
					Opening Balance: Kg				0.0000	0.00
10/09/2017	RCP000000041	IC	Receipt	Kg	45.0000	40,050.00			45.0000	40,050.00
					Item Total:		40,050.00	0.00		
					Ending Balance:				45.0000	40,050.00
Location: BIO Totals:					Opening Balance: 0.00		Net Changes: 46,210.00		Ending Balance: 46,210.00	
Grand Totals:					Opening Balance: 0.00		Net Changes: 46,210.00		Ending Balance: 46,210.00	

2 Items printed

## 2. Aged Inventory report

**Inventory Control > I/C Stock Control Reports > Aged Inventory**

This report shows the history per item i.e. using date range bands input by the user.

By default the report uses 30, 60, 90 days band which is also editable

The report can be printed as detailed or summary

The report can also be printed only for a particular store or for a range of stores



**KEBORG - I/C Aged Inventory Report**

File Help

Aged Transactions As Of

Cutoff By  Cutoff Date

Print

Print Transactions In  Start Date

Include  Quantities

Include  Costs

From Account Set  To

From Location  To

From Item Number

To Item Number

Sort By

-----Use Aging Periods-----

1st	2nd	3rd	Over
<input type="text" value="30"/>	<input type="text" value="60"/>	<input type="text" value="90"/>	<input type="text" value="90"/>

## Stores Issues – User Guide

12/10/2017 8:53:17PM		Kenya Bureau of Standards - 2016/2017	Page 1
IC Aged Inventory(ICAGED01)		BIO Bio Chemicals	
Aged Transaction As Of	[12/10/2017]		
Cutoff by Document Date	[12/10/2017]		
Print	[Separate Locations]		
Print Transactions In	[Summary]		
Include	[All] Quantities		
Include	[All] Costs		
From Item Number	[ ] To [ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ]		
From Location	[ ] To [ZZZZZZZ]		
From Account Set	[ ] To [ZZZZZZZ]		

Item Number	Description	Unit Of Measure	-----0 To 30Days-----		-----31 To 60 Days-----		-----61 To 90 Days -----		----- Over 90 Days -----		-----Total-----	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
S-BIO-0001	Sodium Sulphate Anhydrous 500g		11.0000	6,160.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	11.0000	6,160.00
S-BIO-0002	SODIUM SULPHATE ANH Kg		45.0000	40,050.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	45.0000	40,050.00
<b>Location Total:</b>			56.0000	46,210.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	56.0000	46,210.00
2 Items printed												
<b>Grand Total:</b>			56.0000	46,210.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	56.0000	46,210.00

### 3. Quick item enquiry

**Inventory Control > I/C Transactions > Location Details**

You can use this screen to do a quick enquiry of the quantities in various stores for particular items.

Enter the item number then hit the tab key



# KENYA BUREAU OF STANDARDS

## Stores Issues – User Guide

KEBORG - I/C Location Details

File Help

Item Number S-BIO-0001 Sodium Sulphate Anhydrous AR

Location	Name	Picking Sequence	Allowed	In Use	Quantity on Hand (500g)	Quantity on P/O (...)
BIO	Bio Chemicals		Yes	Yes	11.0000	0.0000

Save Serial Cost... Lot Cost... Close