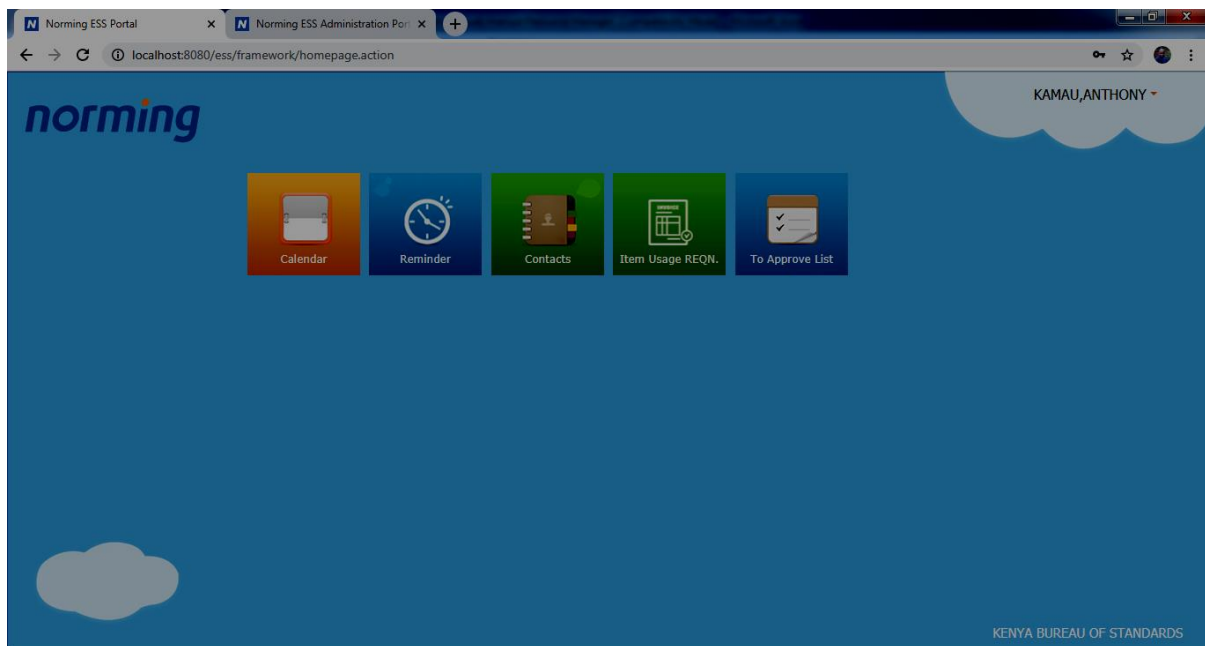## A) REQUISITION PROCESS

This will be done using the Resource manager web portal, users will log in using the link provided. Upon loging 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

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

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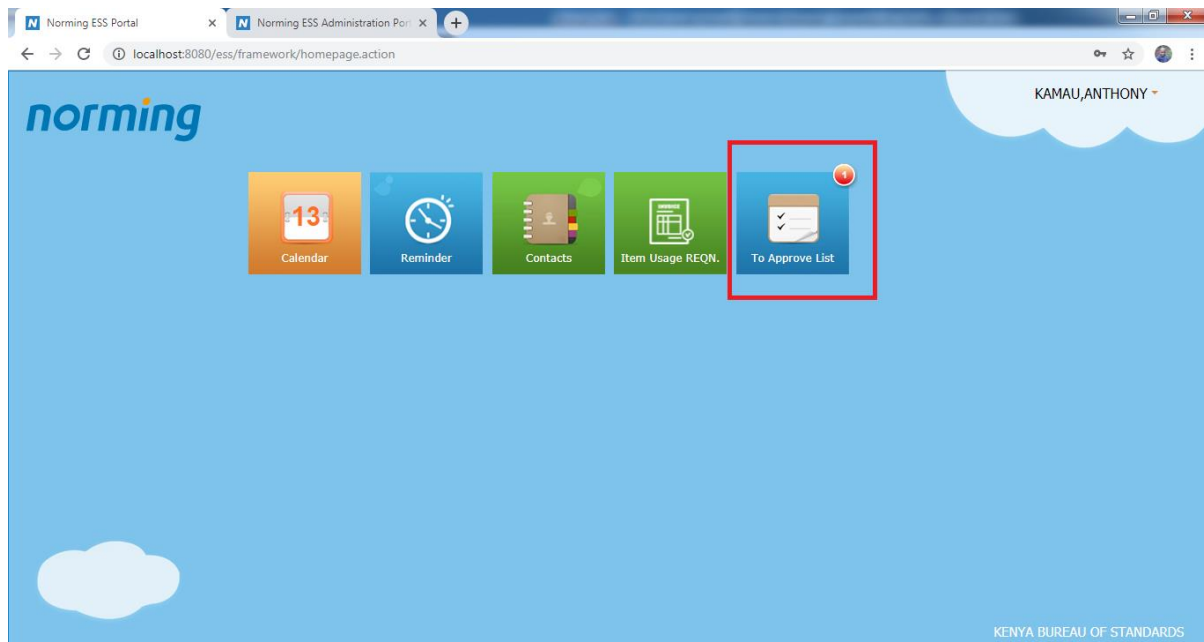
To approve, the approver just needs to open and review the requisition then if satisfied they are okay click on the approval button.
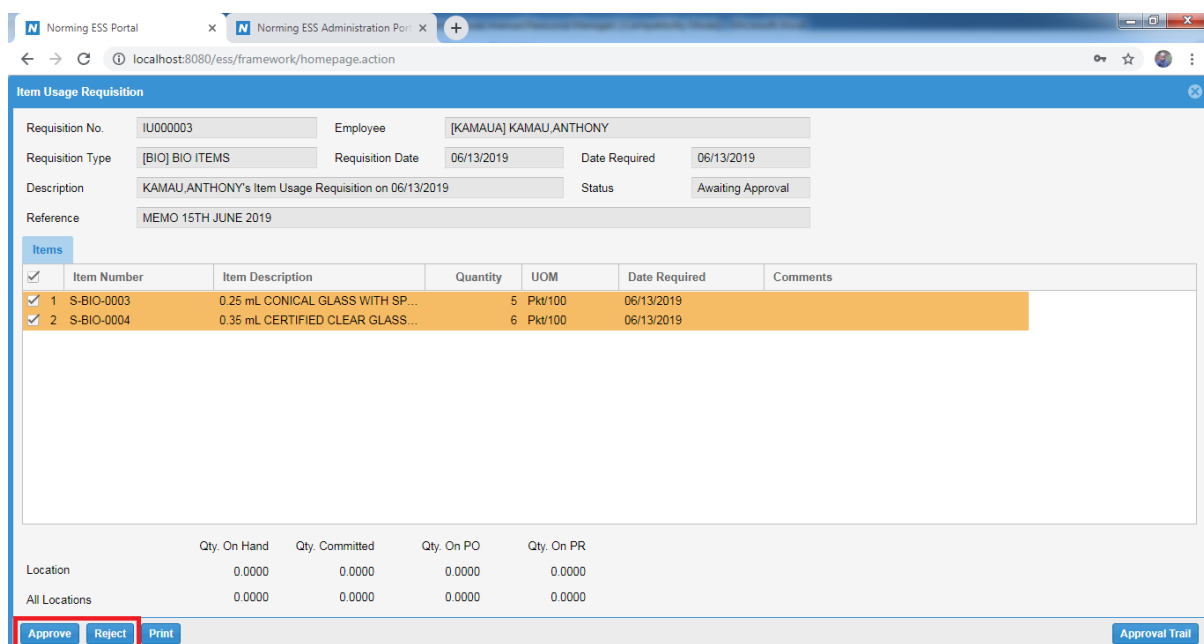
C) STORES GRN PROCESS

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

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

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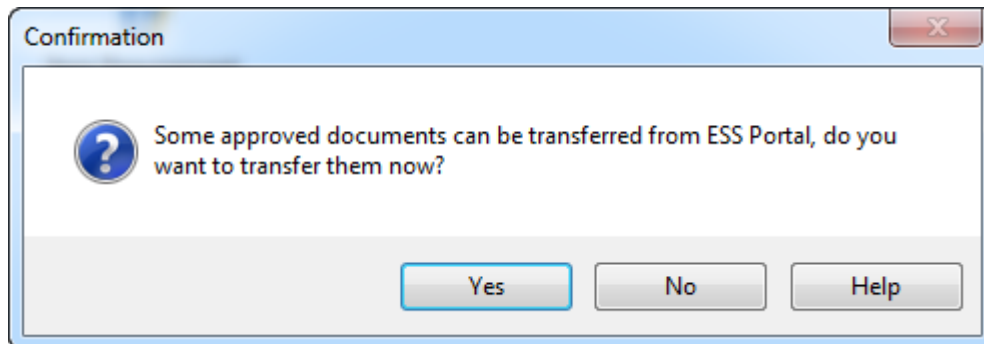
Any approved requisitions will be transferred and appear on the requisition screen.

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
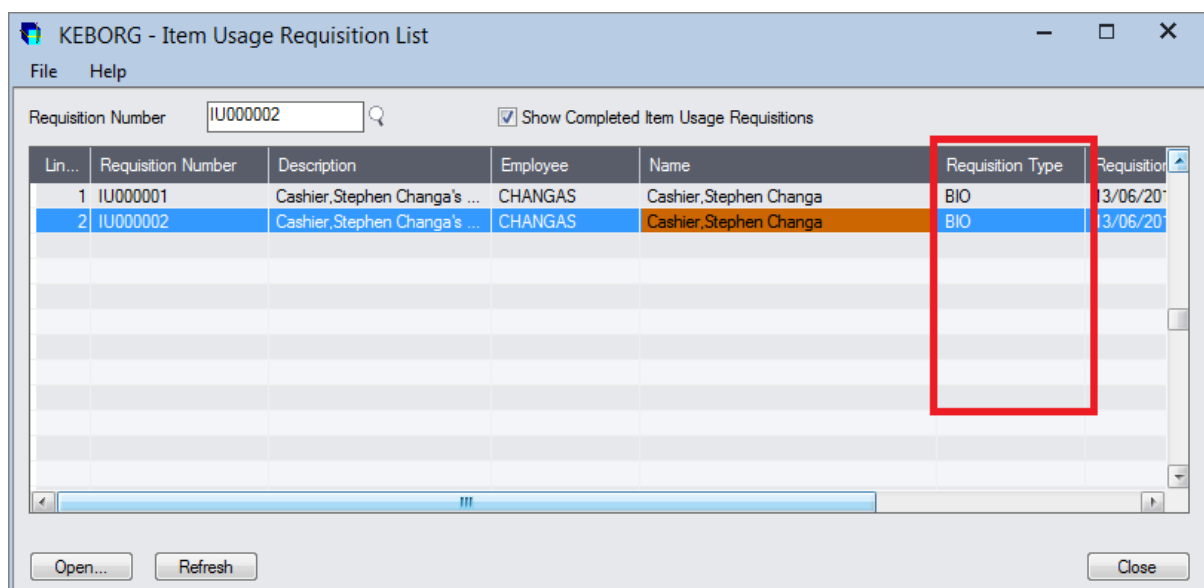
Requisition details

Approval Trail

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

```
12/10/2017  8:42:58PM                              Kenya Bureau of Standards - 2016/2017                                    Page 1
I/C Inventory Movement(ICMVMT02)                           BIO  Bio Chemicals

Select Transaction By              [Date]
From Date                          [01/01/2006]  To  [12/10/2017]
Print                              [Separate Locations]
Print Amount In                    [Functional]
From Location                      [] To [ZZZZZZ]
From Account Set                   [] To [ZZZZZZ]
From Item Number                   [] To [ZZZZZZZZZZZZZZZZZZZZZZZZZZ]

                                              ——————Inventory In——————   ——————Inventory Out——————   ——————Balance——————
                                   Srce.
Date          Document Number      Appl.  Type         Unit    Quantity   Extended Cost  Quantity   Extended Cost   Quantity    Actual Cost
S-BIO-0001 Sodium Sulphate Anhydrous AR                        Costing Method:    ZBIO
                                         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
2 Items printed
              Grand Totals:              Opening Balance:  0.00      Net Changes: 46,210.00        Ending Balance:  46,210.00
```

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

		Unit Of	------0 To 30Days-----		-----31 To 60 Days-----		-----61 To 90 Days-----		----- Over 90 Days -----		----Total----	
Item Number	Description	Measure	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
	Location Total:		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												
	Grand Total:		56.0000	46,210.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	56.0000	46,210.00

12/10/2017 8:53:17PM — Kenya Bureau of Standards - 2016/2017 — Page 1
I/C 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 [ZZZZZZZZZZZZZZZZZZZZZZZZZ]
From Location: [] To [ZZZZZZ]
From Account Set: [] To [ZZZZZZ]

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