Process Overview – Inventory, Business and Financial Services

**Requirements Definition**

1. **Cycle Count**
   - Count BIN quantity against FAMIS generated spreadsheet. Document on hand quantity on spreadsheet.
   - Define Adjustments required in FAMIS.

2. **Stock Add Form**
   - Create Stock Add form and obtain Manager approvals.
   - Review adjustment spreadsheets ($$, QTY).
   - Review Stock Add and define Min/Max requirements. Create PO for first Stock order.

3. **Stock Issue**
   - Provide necessary information to Stock clerk – including Work Order and employee ID.
   - Locate stock in warehouse and confirm quantity is available for customer. If insufficient quantity is available complete “Stock out” process.

4. **Stock Out Form (stock unavailable)**
   - Requests material that is out of stock or below the quantity needed.
   - Document quantity needed vs. quantity on hand (or zero).
   - Replenish materials based on FAMIS reorder report.

5. **PO Quantity entered into FAMIS so reorder report is current**

6. **Department Purchasing**

7. **Warehousing**

8. **FAMIS**

   - Enter adjustments in FAMIS to match BIN Quantity.
   - Run Reorder report daily.
   - Decrement materials in FAMIS to agree with the quantity issued.
   - PO Quantity entered into FAMIS so reorder report is current.