

Chapter 5. Forms, Issuances and Publications System (FIPS)

5-1 General

The Forms, Issuances and Publications System (FIPS) is an automated warehouse inventory system to manage HUD's printed materials at Headquarters and Regional Offices. The system may also be used at Field Offices. FIPS tracks on hand inventory quantities, compiles usage, tracks requisitions and generates packing slips, generates requests for stock replenishment, provides for automatic reconciliation of physical inventory, and produces several management reports.

5-2 System Overview

The Office of Administrative and Management Services (OAMS) and the Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are the primary users of FIPS. FIPS is used to maintain inventories and process requests for HUD printed materials.

A. Inventory Subsystem. The Inventory Subsystem provides the capability to add new stock items, review or change existing stock items, delete obsolete stock items, and to generate standard or ad hoc reports. The Inventory Subsystem automatically generates Stock Replenishment Notices for low level stock items, and provides for reconciliation of physical inventory data.

B. Requisition Subsystem. The Requisition Subsystem provides for entering requests for printed matter, editing or changing existing requisitions, processing backorders, and generating packing slips. The Requisition Subsystem produces several standard and ad hoc reports.

C. System Table Management. The FIPS contains tables for item type codes, ordering office codes and addresses, stock source codes and addresses, and requisition action codes. The tables assist the user in correctly identifying stocked items, and save time by automatically entering commonly used codes and addresses.

D. System Set-up. FIPS is designed for use by Headquarters as well as Regional and Field Offices. The option under System Set-up enables the user to select a Headquarters or Regional set-up at the time of installation. The system set-up controls stock replenishment,

2255.3 REV-1

which is handled differently in the Headquarters and Regions.

5-3 Order Processing

FIPS has two processes for processing orders for stocked printed matter, the Quick Order Process under the Inventory Subsystem, and the Requisition Subsystem.

A. Quick Orders. The Quick Order process diminishes stock balances and compiles usage by item, but does not generate any written record of transactions. Quick Order is useful for filling walk-in or over the counter orders. In Headquarters, the Quick Order is used for walk-in service provided in Room B-258, and issuing of stock to other than HUD Regional and Field Offices (e.g., mortgage kits). Use of the Quick Order process by Regional Offices is optional.

B. Requisition Subsystem. The Requisition Subsystem provides enhanced tracking of incoming orders, generates packing slips, and creates backorder records. The Requisition Subsystem is useful for processing mail-in orders. Usage in the Requisition Subsystem can be tracked by ordering office, as well as by item (must use the track history option identified below). All orders directed to the Headquarters Warehouse from Regional and Field Offices are processed through the FIPS Requisition Subsystem. Most Headquarters orders are filled and shipped within 5 days of receipt. Regional Offices may opt to use the Quick Order process instead of the Requisition Subsystem if most of their distribution is on a walk-in basis.

5-4 Track History

Track History compiles usage for a stocked item by ordering office. This tracking is an option and must be selected by the user for each item to be tracked. To compile usage by ordering office, orders must be processed through the Requisition Subsystem. In Headquarters, usage for all items with an annual rate of 300,000 or more will be tracked by ordering office. Lower volume items will be tracked upon request by the Program Office.

5-5 Issue Restrictions

An issue restriction limits the amount of an item that can be issued per order. Items intended for limited or restricted use are controlled by placing an issue restriction on the item.

A. Headquarters. Program Offices can request an issue restriction be placed on sensitive stock, or stock in limited supply. Program Offices requesting an issue restriction must prepare a written justification and submit it to the Director, Facilities Operations Division, for

approval. Orders for items with issue restrictions will be filled up to, but not exceeding, the issue restriction. Requests in excess of the issue restriction will not be backordered. Packing slips will indicate the appropriate action code (IR for issue restriction if an order is reduced).

Items under issue restriction will be backordered in accordance with the backordering procedure stated in Section 1-6, below. However, the quantity on backorder will not exceed the issue restriction quantity.

B. Regional Offices. Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are responsible for establishing issue restriction procedures for their inventory.

5-6 Backorder Processing

FIPS processing procedures will create backorders, upon user verification, for out of stock and low stock items, provided orders are processed through the Requisition Subsystem.

A. Headquarters. Headquarters policy is to fill requisitions to the nearest minimum order quantity. When an item reaches the minimum stock level (i.e., 1 month supply), order quantities are reduced to conserve stock. Requests from Headquarters Offices for forms or stationery that cannot be filled due to low or no stock are backordered. Requests from Regional or Field Offices for forms that cannot be filled due to low or no stock are also backordered.

Packing slips will indicate the appropriate action code (BO for backorder; or BOP for backorder partial) next to the item. Upon receipt of replenishment stock, backorders are filled and delivered, or shipped within 5 days.

NOTE: Directives can be reprinted by Regional Offices when they are not in stock. However, publications can only be reprinted when the sponsoring office approves.

2255.3 REV-1

B. Regional Offices. Regional Administrative Services Division Directors/Administrative and Management Services Division Directors are responsible for establishing backorder procedures for their respective jurisdictions.

5-7 Maximum, Reorder and Minimum Levels

FIPS requires users to establish maximum, reorder, and minimum stock levels for each item in the inventory. These levels are important tools for stock management,

and are key to timely issuance of stock replenishment orders, and to creation of backorders.

A. Maximum Level. The maximum level is the largest quantity of an item to be stocked at one time. At Headquarters, the maximum level is normally a 6 month supply, unless otherwise requested by a Program Office. At Regional and Field Offices, the maximum level is recommended at a 3-4 month supply. Offices using FIPS should check maximum levels against actual usage at least once a year, and make appropriate adjustments.

B. Reorder Level. The reorder level is the quantity at which stock replenishment is initiated. Once an item reaches the reorder level, FIPS will generate a stock replenishment notice in Headquarters, or a stock replenishment requisition in the Regions. The reorder level should be based on the average time it takes to replenish supply considering the average monthly usage of an item. Headquarters, the reorder point is normally a 3 month supply. Regions using FIPS are responsible for establishing reorder levels suitable to their local requirement.

C. Minimum Level. The minimum level is the critically low stock point at which incoming orders will be backordered, or reduced to conserve stock. At Headquarters, the minimum level is normally set at a 1 month supply.

5-8 Stock Replenishment

FIPS automatically produces stock replenishment notices for printed matter based on the reorder levels established by the user. Reorder levels for stocked items should be set at the most economical level, considering the average time it takes to replenish the stock.

A. Headquarters. Headquarters policy is to request stock replenishment when the inventory level reaches a 3 month supply. FIPS automatically generates a Stock Replenishment Notice to the responsible Headquarters Forms or Directives Management Officer, when a reorder level is reached. Monthly, the Property and Supply Branch submits three FIPS Reports to the Forms or

Directives Management Officers, to ensure follow-up on Replenishment Notices. The Reports are the Master Inventory Report, the Backorder Listing by Item Number, and the Replenishment Notice Summary Report.

B. Regional Offices. Regional Administrative Services Division Directors/Administrative and Management

Services Division Directors are responsible for establishing stock replenishment policies for their respective jurisdictions.

5-9 Inactive Stock Report

FIPS produces an Inactive Stock Report which lists all items which have not been issued for 12/18/24 months.

This report should be generated at least annually, and circulated to Program Offices for review. This report assists FIPS users in maintaining only current items in stock.

Regional Offices are to share this report with Field Offices not using FIPS, to assist them in obsolete stock disposal.

5-10 Annual Physical Inventory

FIPS contains a subsystem to assist in entering and reconciling inventory data. All offices using FIPS will schedule annual physical inventories. Users will be notified of service disruptions during inventories.