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PeopleSoft Inventory Module

Course Objectives

This course provides instructions for creating and maintaining Inventory transactions using PeopleSoft. Upon completion of this course, participants will:

- Understand the inventory process.
- Be able to enter and update inventory items.
- Be able to enter a Purchase Order for inventory replenishment.
- Be able to enter stocking transactions using the Manage Shipments and Express Putaway panels.
- Be able to enter and process stock requests using Material Stock Request (MSR) and Express Issue panels.
- Be able to process adjustments.
- Be able to inquire on Inventory transactions.
Flow Chart

Inventory BU Creation

Item Category Creation

Inventory Items Creation
- Item Definition
  1. Establish An Item
  2. Inventory Description
  3. Primary Attribute 2
- Purchasing Attributes
  1. Purchasing Attributes
  2. Purchasing Controls
- Item Attributes by Unit
  1. General
  2. Replenishment
- Default Putaway Location
- Item Production Cost

Stocking:
- Receive with PO
- Express Putaway

Issuing:
- Express Issue
  (warehouse personnel)
- Material Stock Request
  (MSR, site users)

Adjustments:
- With different distribution types

Annual Physical Counts:
- Work closely with LACOE

Inventory Acctg Processes
- Trans Costing
- Acctg line creation
- Inv. BCM
- Error correction
- Inv. Posting

Journal Generator to GL
Establishing Item Categories in PeopleSoft

Districts using both PeopleSoft Purchasing and Inventory modules, as well as those using only the Inventory module, need to create categories in PeopleSoft for inventory items. Categories serve as the organizational units and help to reduce redundant data entry during item setup, purchase order (PO) and procurement processing. Redundant data entry is reduced by assigning category purchasing attributes as defaults when an item is first created in that category. The PeopleSoft Inventory and Purchasing modules allow authorized district staff to create item categories and define items and item attributes.

Category Definition Panel

The Category Definition panel allows the user to enter the Description, Short Description, Object Code, and Comments.

Navigation Steps

Menu: Go → Maintain Items → Define Item Controls → Use A-M → Item Categories → Category Definition → Add

Enter the SetID (Business Unit or District Number) and the Category ID (5 characters). An item category is a grouping of like items. An item category in PeopleSoft is equivalent to an item group in Stores. Users want to follow the same pattern for Category ID numbers established in the district’s legacy system. Click the ‘OK’ button to go to the Item Categories panel. (The panel on the next page will appear.)
Enter or select the following required fields in the Category Definition panel:

1. **Active Flag** - This should always be set to **Active** when creating a new category.
2. **Description** - Enter the description of the category.
3. **Short Description** – The short description will automatically populate after tabbing out of the description field. This can be overridden by deleting the copied description and entering a new short description.
4. **Object** – Enter the object code. It should relate to the description of the category. This object code will default to the purchase order, requisition, or item when this category is used.

Leave the **Primary Buyer**, **Asset Profile ID**, and **Lead Time Days** blank. They are not used.

**Currency Code** – This field defaults to USD.

**Comment Text** – If necessary, enter comments related to the category.

**NOTE:** The category is a required field when creating a Requisition, Purchase Order, or Item.
Category Definition 2 Panel

The *Category Definition 2* panel defines the Matching and Receiving Controls for an Item category. The Matching Controls are used in PeopleSoft Payables to match POs, Receivers, and Invoices. The Receiving Controls specify how staff receiving shipments process Items assigned to the category.

Navigation Steps

Click the *Category Definition 2* tab. The following panel will appear.

![Image of Category Definition 2 panel]

In the Matching Controls section, the tolerances should be set as follows:

**Unit Price Tolerance** and **Ext Price Tolerance** - 99999999.00

**% Unit Price Tolerance** and **% Ext Price Tolerance** – 10.00

In PeopleSoft, Tolerances can be set up by either dollar amount or percentage. Since PeopleSoft recognizes the LESSER of the two, a very large dollar amount (*shown above*) must be entered in those fields so that the 10% will take precedence.
The Receiving Controls section should be set as follows:

**Receiving Required** – Select ‘Receiving Required’ for all inventory items.

**Partial Qty:** – Select ‘Recvd.’ By selecting ‘Recvd’, partial receipts can be created in PeopleSoft. The system should default to ‘Recvd.’

When finished, click the SAVE icon ( ).

**Item Category Panels—Update/Display**

To make a change to an Item Category, it must be done in the Item Category panel. Changes can be made to a category, but a category cannot be deleted. It can only be inactivated. Changes are made through the Update/Display panel.

**Navigation Steps**

**Menu:**  Go → Maintain Items → Define Item Controls

Use A-M → Item Categories → Category Definition → Update/Display

(The panel below will appear.)

Enter the **SetID** (Business Unit or District Number) and the **Category ID** (5 characters). Click the ‘OK’ button to go to the Item Categories panel. (The panel on the next page will appear.)
Make any necessary changes to both the Category Definition tab and the Category Definition 2 tab and save the changes.

1. **Category Definition** – To make changes to the description of the category or to inactivate a category, use the Category Definition panel.

2. **Category Definition 2** – To make changes to the inventory matching or receiving controls, use the Category Definition 2 panel. Click on the Category Definition 2 panel tab at the top of the screen.

3. **Saving the Document** – Click on the SAVE button or go to the file menu to save the document.
To inactivate an Item Category, change the Active Flag dropdown box from “Active” to “Inactive” and save the panel.

Note: If the category is linked to an item, the category tied to the item must be updated first. The user will receive the following error message when saving the panel if the category is linked to an item.
Activity 1 – Create an Inventory Item Category

Navigation Steps

Menu: Go ➔ Maintain Items ➔ Define Item Controls
Use A-M ➔ Item Categories ➔ Category Definition – Add

Set ID: 12345
Category ID: TRNXX (Instructor will assign numbers for “XX”)

Click OK

Enter Information in the Category Definition Panel:

Description: WH – OFFICE SUPPLIES
Short Description: System will default to first 10 characters
Object: 9320
Currency Code: USD

Click on the Category Definition 2 Panel

Enter Information in the Category Definition 2 Panel:

Unit Price Tolerance: 99999999.00
Ext Price Tolerance: 99999999.00
% Unit Price Tolerance: 10.00
% Ext Price Tolerance: 10.00

Receiving Required: Remain Checked

Save the item category by clicking on the SAVE icon.

WRITE DOWN THE ITEM CATEGORY NUMBER: 

Cancel out of the panel by clicking on the red X.
Defining an Item – Item Add Panel

Overview

The Item Add panel was developed by LACOE to consolidate five panel groups (Item Definition, Purchasing Attributes, Item Attributes by Unit, Default Putaway Location, and Item Production Costs) into one panel to facilitate the entry of a warehouse item. This panel is designed to work seamlessly with the five panel groups. If additional data needs to be added to the item, the five panel groups can be accessed for further modification.

Note: This panel was created to add new items only. Any existing items that need to be updated will need to be done through the five panel groups.

Please refer to the “Defining an Item – Update/Display” section of this manual to make changes to an existing item.
**Item Add Panel**

Before processing an inventory item in a PeopleSoft application, users must define it in the system. Use the Item Add panel to establish an item and its corresponding attributes.

**Navigation Steps**

**Menu:** Go ➔ Maintain Items ➔ Define Items

Use ➔ Item Add

The Business Unit is the unique ID for each district in PeopleSoft. Type in the desired Item ID or leave the field as NEXT and PeopleSoft will assign the next available Item number for the district. Click OK.

The Item Add panel is divided into 3 sections (from top to bottom):

1. **Header Information**
2. **Inventory Information**
3. **Purchasing Information**
Header Information Fields Explained

**SetID** – The Business Unit for the district will be displayed. This is a Display Only field.

**Item ID** – The Item ID entered or ‘NEXT’ will be displayed. If ‘NEXT’ is used, a new Item ID will be assigned when the panel is saved.

**Category ID** – Select an item category. An item category is a group of similar items. To select an item category click on the drop down arrow or press the F4 function key to view a list of item categories. Highlight the correct category and click OK.

**Item Group** – This field is only used for Food Service items. The District must be set up for Food Services by LACOE. Once set up, applying the Item Group “Food” to the item will automatically charge it to fund 13.0.

Inventory Information Fields Explained

**Description** (60 characters) – Enter the description of the item. This field is 60 characters in length. Users can include hyphens, but not underscores “_” or other special characters.

**Effective Date** – Date the item becomes effective for use. This defaults to today’s date. LACOE recommends that it be changed to 01/01/1900 to indicate the initial establishment of the item.

**Status** – This will default to Active.

**Current Purchase Cost** – Enter the current purchase cost for the item for the stocking/issue unit of measure. The current purchase cost should be the unit cost that the warehouse charges the site.

**Standard UOM** (3 characters) – Enter the standard unit of measure for the item. Either users can enter the unit of measure or users can select it from the drop down list. To select the unit of measure from the drop down list, click on the drop down arrow or press the F4 function key. In the unit of measure valid
values window, use the scroll bar on the right hand side to view the list of values. Highlight the correct unit of measure and click OK.

- The lowest unit of measure for the item must be entered in this field. The lowest unit of measure should be the item’s stocking/issuing unit of measure. For example, if an item is issued and stocked in each (EA), but ordered from the vendor by the case (CS), enter each (EA) in this panel. The conversion rate between each (EA) and case (CS) will be entered in the general unit of measure panel.

- The system will calculate the ordering price and amount on the PO based on the conversion rate defined in the general unit of measure panel. LACOE is responsible for maintaining the general unit of measure table. Contact LACOE for any additions or modifications to this table.

NOTE: Once a transaction has been entered for an item, the standard UOM field will be protected and cannot be changed. If the unit of measure is incorrect or needs to be changed after it has been referenced on a transaction document, the item has to be inactivated and a new item has to be created with the correct unit of measure. If users decide to inactivate the inventory item, make sure the on-hand quantity for the item is zero. Refer to the section on ‘To Inactivate and Reactivate an Item’ in the inventory manual to learn how to do this.

**Inventory Item Check Box** – This is checked by default. Uncheck this box if the item is not an inventory item.

**Receiving Required** – This is checked by default. Uncheck only if the item will not require receiving. **Inventory items should always require receiving.**

**Purchasing Information Field Explained**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Price</td>
<td>Enter the purchasing price for the item in the standard price field. The purchasing price should be entered in terms of the <strong>stocking/issuing (standard) unit of measure.</strong></td>
</tr>
<tr>
<td>Taxable</td>
<td>This is checked by default. Uncheck this if the item is tax exempt. If taxable is selected, it does not mean that the item will automatically be taxed on a PO. Check the vendor set-up to determine if</td>
</tr>
</tbody>
</table>
the item will automatically be taxed on a PO. If the vendor selling the item is not automatically taxed, add sales tax to the PO. Refer to the ‘POs for Inventory Replenishment’ section of the inventory manual to learn how to do this.

**Object** – This object will be defaulted based on the Category. For all inventory items, the default object should be 9320. The system will copy the object from the item category panel and should not need to be changed in this panel. (To view this field on the panel, navigation is: Go – Maintain Items – Define Item Controls. Use A-M – Item Categories – Category Definition – Update/Display.)

**PO Available Date** – The date the item becomes available for purchase. Enter 01/01/1900 in this field.

**PO Unavailable Date** – This date will default to 01/01/9999.

**Quantity Received Tolerance %** – This field allows users to receive more than what is ordered on the PO up to the specified tolerance. Generally districts will not want to receive more than 10% of the amount ordered, however this is a district decision.

**Reorder Point:** – Enter the reorder point for the item. When the quantity balance for the item reaches the reorder point, the item will be listed on the inventory shortage report (LAIN006S). The warehouse personnel should inform the purchasing staff to create a PO to replenish the item that appears on the inventory shortage report.

**Reorder Qty:** – Enter the reorder quantity for the item in this field. Reorder quantity is the quantity that needs to be reordered for replenishment in the warehouse.

**Early Ship Reject Days** – This field is used if the district does not want items received earlier than the due date on the PO. The higher the number, the more flexibility when receiving.

**Long Item Description (254 characters)** – Enter a long purchasing description in this field. This field is 254 characters long. When the item is selected on a PO, the long item description will be populated on the PO and printed on the PO form.
Activity 2 – Create a Stock Item On-Line (PO and Inventory Districts)

Item Definition Panel:

Navigation Steps

Menu: Go → Maintain Items → Define Items
Use → Item Add

Set ID: 12345
Item ID: TRAINXX (Instructor will assign numbers for “XX”)

Click OK

Enter the following information in the Item Add Panel:

<table>
<thead>
<tr>
<th>Category</th>
<th>WH-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Group</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Description</td>
<td>BINDER 1&quot;</td>
</tr>
<tr>
<td>Effective Date</td>
<td>01/01/1900</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Purchase Cost</td>
<td>$2.00</td>
</tr>
<tr>
<td>Standard UOM</td>
<td>EA</td>
</tr>
<tr>
<td>Inventory Item</td>
<td>Leave Checked</td>
</tr>
<tr>
<td>Receiving Required</td>
<td>Leave Checked</td>
</tr>
<tr>
<td>Standard Price</td>
<td>$2.00</td>
</tr>
<tr>
<td>Taxable</td>
<td>Leave Checked</td>
</tr>
<tr>
<td>Object</td>
<td>9320</td>
</tr>
<tr>
<td>PO Available Date</td>
<td>01/01/1900</td>
</tr>
<tr>
<td>PO Unavailable Date</td>
<td>Leave as 01/01/9999</td>
</tr>
<tr>
<td>Qty Rcvd Tolerance %</td>
<td>10</td>
</tr>
<tr>
<td>Reorder Point</td>
<td>10</td>
</tr>
<tr>
<td>Reorder Qty</td>
<td>100</td>
</tr>
<tr>
<td>Early Ship Rjct Days</td>
<td>0</td>
</tr>
<tr>
<td>Long Description</td>
<td>BINDER 1&quot;</td>
</tr>
</tbody>
</table>

Save the Item by clicking on the SAVE icon.

RECORD ITEM ID

Cancel out of Panel by clicking on the red X.
Defining an Item—Update/Display

To make changes to an inventory item, use the Update/Display panel.

**Item Definition – Update/Display**

**Navigation Steps**

**Menu:**  Go ➔ Maintain Items ➔ Define Items
Use ➔ Item Definition ➔ Establish an Item ➔ Update/Display
(The panel below will appear.)

Select the **SetID** (Business Unit or District Number) and enter the **Item ID** (up to 18 characters). In the Item ID field, click the drop down arrow or click the Search button on the right side of the screen. A list of items will be displayed. Select the item that needs to be changed. Click the ‘OK’ button to go to the item definition panel. (The panel on the next page will appear.)
The primary fields for making changes in the Item Definition panel are:

1. **Item Description & Category ID** – In the Item Definition panel group, changes can be made to the item description and item category field at any time. Note: If the description is changed, make sure to change the purchasing item description. Please refer to the ‘Changing Purchasing Price and Description’ section.

2. **Inventory Item Check Box** – The inventory item box can be checked prior to processing a PO for the item. After the PO has been processed for the item, it cannot be changed. If the item is supposed to be an inventory item after a PO has been processed, inactivate the item and create a new item that is defined correctly. To learn how to inactivate an item, refer to the ‘To Inactivate and Reactivate an Item’ section of the training material.

3. **Inventory Description & Primary Attributes 2 Panel** – Any change made in the Inventory Description panel or the Primary Attributes 2 Panel must be Effective Dated.

To make these types of changes, users must Effective Date the change in the Inventory Description panel. Follow the directions below:

a. Click inside the scroll bar on the right side of the panel. The Effective Date field becomes highlighted.

b. Click on the **Insert Row** button or press **F7** function key on the keyboard. The Effective Date will change to the current date. Inserting a row creates a new line of history, which defaults to the current date.

c. Make necessary changes in the Item Inventory Description panel or in the Primary Attributes 2 panel.
To Inactivate and Reactivate an Item

The system allows users to inactivate and reactivate an item. Prior to inactivating an item, make sure that there is no Quantity-on-Hand for the item. The item Quantity-on-Hand can be verified through Item Balance by Unit Inquiry.

Item Balance by Unit Inquiry

Navigation Steps

Menu:  Go → Control Inventory → Maintain Inventory → Inquire → Item Balance by Unit (The panel below will appear.)

![Item Balance by Unit Inquiry Panel]

Enter Business Unit (Training Business Unit Default: 12345) and the Item ID, or press the Search button to find the corresponding Item ID. Click the ‘OK’ button to go to the Item Balance by Unit panel. (The panel on the next page will appear.)
- The Quantity-on-Hand should be ZERO. If it is not zero, process an adjustment first to zero out the quantity. Refer to the ‘Inventory Adjustments’ section of the training materials.

- If the item has no Quantity-on-Hand, navigate back to the Item Definition panel.
**Item Definition – Inventory Description Panel**

**Navigation Steps**

**Menu:**  
Go ➔ Maintain Items ➔ Define Items  
Use ➔ Item Definition ➔ Inventory Description ➔ Update/Display  
(The panel below will appear.)

**Enter Business Unit** (Training Business Unit Default: 12345) and the **Item ID** or press the Search button to find the corresponding Item ID. Click the ‘OK’ button to go to the Inventory Description panel. (The panel below will appear.)
The primary fields for inactivating items in the Item Description panel are:

1. **Scroll bar** - Click the scroll bar on the right side of the panel. The Effective Date field becomes highlighted.

2. **Insert Row** - Click on the **Insert Row** button [ ] at the top of the panel or click the F7 function key on the keyboard. The Effective Date will change to the current date. Inserting a row creates a new line of history, which defaults to the current date.

3. **Status** - Tab to the Status field and click on the drop down arrow and select **Inactive**.

4. **Saving the Document** - Click on the **SAVE** button [ ] or go to the file menu to save the document.

The system allows users to reactivate an item that has been placed in an Inactive status. The primary fields for reactivating items in the Item Definition panel are:

1. **Repeat** - Steps 1 and 2.

2. **Status** - Tab to the Status field. Click on the drop down arrow and select **Active**.

3. **Saving the Document** - Click on the **SAVE** button [ ] or go to the file menu to save the document.

**Changing the Purchasing Price and Description**

**Navigation Steps**

**Menu:**  
Go → Maintain Items → Define Items

Use → Purchasing Attributes → Purchasing Attributes → Update/Display

(The panel below will appear.)

Enter Business Unit (Training Business Unit Default: 12345) and the Item ID or press the Search button to find the corresponding Item ID. Click the ‘**OK**’ button to go to the Purchasing Attributes panel. (The following panel will appear.)
1. **Standard Price** – Change the purchasing price by modifying the standard price.

2. **Item Descr** – Change the purchasing description by modifying the item description. The change should also be made on the secondary Item Description field as this is the description that will appear on the purchase order.

3. **Saving the Document** – Click on the SAVE button or go to the file menu to save the document.
Purchase Orders for Inventory Replenishment

Overview

The Express Purchase Order was developed by LACOE to give Buyers a faster, easier way to enter Purchase Orders in PeopleSoft. The panel group is designed to work seamlessly with the Standard PO panels. If additional data needs to be added to the PO, the Standard PO panels can be accessed for further modification.

Note: This panel can only be used to enter a new PO in PeopleSoft. Existing Purchase Orders cannot be accessed or updated via the Express PO Panels.

The Express PO entry panel contains fields from all of the PO tables, but in order to simplify the PO entry process, the Express PO panel allows only one Shipping Due Date per PO, and one shipping schedule per PO line. The benefit is that most POs can be entered on one primary panel.

For districts that are using PeopleSoft Purchasing Module, inventory replenishment begins with creating a PO then using Manage Shipments to receive the PO. After the PO is successfully received through Manage Shipment, a process called putaway will follow. The putaway process “puts” the received inventory items into the inventory module which updates the on hand quantities for the received items. PeopleSoft purchasing is covered in detail in PeopleSoft Purchasing classes. For demonstration purposes, in this class we only create a PO using express PO.
Express Purchase Order Panel

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders
Use ➔ Express PO - Add ➔ Express PO

Select Business Unit (Training BU #12345) and then either enter a manual PO number by writing over ‘NEXT’ or let the system assign a PO number. To allow the system to assign a PO number, keep the PO field defaulted to ‘NEXT’.

The Express PO tab is divided into 3 sections (from top to bottom):
1. Header/Shipping Information
2. Default Account Distribution(s). These will be applied to every PO Line.
3. Line Item Details
Header/Shipping Information Explained

Unit - The Business Unit for the district will be displayed. This is a display only field.

PO - The PO ID entered or ‘NEXT’ will be displayed. If ‘NEXT,’ is used a new PO ID will be assigned when the PO is saved.

Vendor - The Vendor Short Name for the selected vendor.

ID - The Vendor ID of the vendor selected.

Green Flashlight - The Vendor Lookup button is used to open the Vendor Search panel. This panel gives users the ability to search for the desired vendor and assign it to the PO.

Buyer - Identifies the buyer name for the PO.

Hold - This box allows users to place a PO on hold so that PeopleSoft batch processing will not process the PO. Uncheck this box to release this PO for processing.

Acctg Date - The Accounting Date determines the Budget Period of the PO. This should only be changed when entering a future fiscal year PO or prior fiscal year PO during the year-end closing months.

Freight Terms - Freight Terms defaults to the district’s default setup. This is usually “DES.”

Ship Via - Ship Via defaults to the district’s default shipping method.

Copy Icon - Press this icon to copy information from an existing PO. You will be prompted for the Business Unit and the PO ID number. All necessary information will be copied into the current PO. The PO ID number will remain as you entered it when you came into the panel. You can make any changes or additions as you normally would. When you are finished making changes, save the PO.
Matching Information Icon - The matching rules that apply to the PO. The rules default from the vendor procurement options setup in the vendor table. For the inventory replenishment POs, the match action should always be a THREE-WAY match. To select a three-way match, click on the Matching Information icon. For Match Action select ‘Standard.’ For Match Rules, select ‘THREE_WAY’.

**Due Date** - The Due Date is automatically defaulted to the current system date. A different date can be selected if necessary.

**Ship To** - The Ship To is the address that the Vendor will ship the merchandise to for this PO. It is defaulted from the Buyer profile, and can be overridden when necessary.

**Location Code** - This is the final address where the goods or services will be delivered to. It is defaulted in from the Buyer setup and can be modified when necessary.

**Amount** - The total amount from all PO line amount fields.

**Adj Amt** - The total amount of tax and freight on the PO.

**PO Total** - The total of the Amount and Adjusted Amt fields.
Default Account Distribution(s) Explained

This area is for the default account distribution(s). Users can insert multiple distribution lines by pressing F7 or delete an existing line by pressing F8. As many default distribution lines can be added as needed; however, only two distribution lines are displayed at a time. The lines are numbered to indicate how many distribution lines have been inserted.

**Note:** For inventory replenishment PO’s, there should only be one account charged to the PO. The account string to be applied should always be the following:

```
K – 12
Fund – 01.0
Res PrjY – 00000.0
Goal – 00000
Function – 00000
Object – 9320
Sch/ Loc – 0000000
Budget Period – XX-YY (e.g., 17-18)
```

```
CCD
Fund – 01.0
Res PrjY – 00000.0 (Not used)
Categorical - 00000
Location - 00000
Object – 9320
Activity – 0000000
Budget Period – XX-YY (e.g., 17-18)
```

**Freight** – Enter the total freight charges in the Freight field.
Line Item Detail Fields Explained

The initial panel only contains one PO line; however users can add as many PO lines as needed. To add an additional PO line, press F7 on the keyboard. Likewise, to delete a PO line, press F8. A PO line is made up of the following fields:

**Item** - Select the item for replenishment. Double-click the Item ID, or with your cursor in the Item field, press the F4 key to select an item. When an item number is entered, the long description, UOM, and Category will be filled in and grayed out so it cannot be changed.

**Long Descr** - This is the description of the item that will show up on the line detail of the PO. The description is populated from the item table and will be grayed out if an item number is entered. To view the entire description, click the Magnifying Glass icon.

**Magnifying Glass Icon** - This will display the entire long description. You may modify this field to customize the description if no item number has been entered.

**Category ID** - The Category ID will default to 99999 (Miscellaneous). If an Item ID is entered, this will change to the Category ID of the item.

**UOM** - (Unit of Measure) This field will default to ‘EA’. When an Item is entered, this will change to the Unit of Measure of the item.

**PO Qty** - Enter the item quantity here.

**Price** - The price of the item will default from the item table. The PO price can be changed on this panel.

**Amount** - The monetary value of the line is displayed. This is the quantity multiplied by the unit price.

**Schedule Details Icon** - This icon displays the Schedule Account Detail distribution lines for the
line item selected. This will default to the current default distribution lines that were entered and can be modified as needed.

When in this sub-panel, press OK or Cancel to return to the main Express Purchase Order panel.

N/C - No Charge indicator. This field should be checked when ordering free items from the vendor.

Frt - Check this box if the freight charge applies to this PO Line.

Frt Amount - When the Frt box is checked, the system displays the pro-rated freight dollar amount for PO line.

Tax - Click the Tax checkbox if sales tax should be added to this line.

Receive - Check the “Receiving Required” checkbox if this PO line requires a PeopleSoft Receiver to be entered before the PO closes.

Paper Requisition - This field is only used by LACOE and not other school districts.
Comments Tab Explained

Navigation
Click the Comments tab.

The Purchase Order Comments panel enables users to enter relevant comments for each PO. Each comment can be up to 2000 characters and users can add additional comments by pressing F7. For the comments to appear on the PO, they must select the “Send to Vendor” checkbox on this panel. There are two comment types used:

- Header comments – Used to add additional comments about the entire PO. This comment type prints at the bottom of the PO.

- Line comments – Used to add additional comments about a particular line item. When selecting Line as the comment type, a box to the right of the Type Box will appear. Type in the PO line number and the comment will appear under that line on the printout.

Permanently established comments can be added to a PO using the Standard Comments button. Creating Standard Comments is covered in the Advanced Purchasing manual.
Attachments Tab Explained

Navigation
Click the Attachments tab.

The Purchase Order Attachments panel is for attaching softcopy documents. Buyers are able to attach Word, Excel, and PDF files and can view them at any point.

The panel is divided into two halves – right and left side. The right side shows documents to attach to the PO and the left side shows documents that are attached to the PO. In order to attach documents, the PO must first be saved, or else the panel will be grayed out.

There is a one-time file security setup for PeopleSoft Citrix that needs to be done in order to use this functionality. Please refer to the PeopleSoft Citrix File Security section of this manual.
Right Side Explained

Directory - Users will need to create a folder called “LACOE” on their C: drive for PC users or home directory for Mac users, and save the documents to attach to the purchase order. For security reasons, PeopleSoft has been programmed to only look at the C:\LACOE\ directory. There is a 60 character limit file name. This limit includes the file extension. If the file exceeds the character limit, the file will not be attached.

List Doc Icon - Click the List Documents icon to populate the files residing in the LACOE folder to the right hand side of the panel. These documents will be available to attach to the PO.

View Doc Icon - Click the View Documents icon to open the document being attached.

Document Name - Name of the file.

Attach - Click the Attach checkbox to select the files to attach.

Left Side Explained

Save/Refresh Document - Click the Save/Refresh Document pushbutton to save documents being attached or removed. This action will also refresh the panel. When attaching documents, the selected documents from the right side of the panel will move to the left side of the panel. When removing documents, the selected files from the left hand side will be deleted.

View Doc Icon - Click the View Documents icon to open the attached document.

Currently Attached - Shows the documents that are currently attached to the PO.

Remove - Click the remove checkbox to select the files to delete from the PO. Please note: In order to remove the documents, the Save/Refresh Document pushbutton must be selected after the documents have been checked.

Fax w/ PO - This functionality is currently not being used.
Step-by-Step Instructions for Inventory Replenishment through the Express POs panel group

Step 1: Create a New PO

Menu: Go → Administer Procurement → Manage Purchase Orders
Use → Express PO - Add → Express PO

Type in the desired PO ID or leave the field as NEXT and PeopleSoft will assign the next available PO number for the district. Click OK.

The Express PO panel will load with the selected PO ID.
Step 2: Select the Vendor

Click the Vendor Lookup button (green flashlight) to search for the correct vendor. The following panel will appear.

1. Type in the first 5 or 6 characters of the vendor name in all capital letters.
2. Click Sparky to populate a list of vendors that match the typed characters.
3. Click the green checkmark to the left of the Vendor ID to select the correct vendor. If there are multiple addresses for the correct vendor, usually address 1 is the address for POs.

After clicking the green checkmark to select the correct vendor, you will then be directed back to the main PO entry screen.
Step 3: Enter PO Header information

Select the Buyer and, if needed, users can change the default Freight Terms, Ship Via, Ship To, and Location Code fields.

1. Buyer – Normally this will be the name of the user entering the PO.
2. Freight Terms, Ship Via – These fields are defaulted in based on the district setup. However, these fields are changeable by double clicking or pressing F4 in the field for additional options.
3. Ship To – This is the location where the vendor will be delivering the goods or services.
4. Location Code – This is the final destination of the goods or services.
Step 4: Select the Matching Rule

Matching defaults based on the Vendor setup. Click the Matching button and select THREE-WAY.

For the inventory replenishment POs, the match action should always be THREE-WAY match. This is required for Inventory reports to populate correctly.

THREE_WAY Matching – THREE_WAY Matching compares the unit price of goods or services ordered on the PO against the unit price of the goods or services paid on the Voucher lines. It also compares the Voucher quantity against the Receiver quantity. If there’s a discrepancy between the items received and the items paid of more than 10%, Accounts Payable will get a Match Exception error that will need to be addressed before processing can continue.
Step 5: Accounting Date and Due Date

- **Accounting Date** – The Accounting Date should remain as today’s date, except when entering future fiscal year Purchase Orders. When entering future fiscal year POs, the Accounting Date should be changed to 07/01/20XX.

- **Due Date** – This field is used as an informational field to let the vendor know when the goods or services are needed by. For orders that will remain open for the duration of the fiscal year, change the Due Date to the end of the fiscal year.
Step 6: Enter the Freight Amount and Default Account Distribution(s)

1. Freight – Enter the total freight amount for the order in the Freight box.
2. Enter the account string. There should only be one account charged to the PO. The account string to be applied should always be the following:

- K – 12
- Fund – 01.0
- Res PrjY – 00000.0
- Goal – 00000
- Function – 00000
- Object – 9320
- Sch/ Loc – 0000000
- Budget Period – XX-YY (e.g., 17-18)

- CCD
- Fund – 01.0
- Res PrjY – 000000.0 (Not used)
- Categorical - 00000
- Location - 00000
- Object – 9320
- Activity – 0000000
- Budget Period – XX-YY (e.g., 17-18)
Step 7: Enter the PO Line Information

Type in the PO line item information. Press F7 to add additional PO lines.

- **Item** – Enter the Item ID. The Long Description, Category ID, UOM, and Price will automatically populate after tabbing out of the Item ID field. This information is based on the Item setup.
- **PO Qty** – Enter the PO Quantity
- **Price** – Override the price if necessary.
- **N/C** – Click this box if the items are free from the vendor.
- **Frt** – Check this box if the freight charge applies to this PO line.
- **Tax** – Check this box if sales tax applies to this PO Line.
- **Receive** – Always check this box for inventory replenishment.
Step 8: Add Additional Comments

Navigation
Click the PO Comments tab.

Select the comment type (Header or Line) and type additional comments as needed. Click the “Send to Vendor” box if the comment should print on the PO. Multiple comments can be created by pressing F7 to add a new comment.
Step 9: Save the PO

Make sure to save the PO. Users are advised to save often when working on longer POs. Once the PO is saved, the PO is assigned the next available PO ID number (when using NEXT).

![Save button in PeopleSoft interface]

Image description: The screenshot shows a PeopleSoft interface with a PO being created. The highlighted area indicates the location of the 'Save' button. Key information includes the vendor, account date, due date, and various details about the PO. The PO ID is also visible.
Step 10: Attach Softcopy Documents

Navigation Steps

Click the PO Attachments tab if attaching soft copy documents. Otherwise, move to step 11.

In order to attach documents, the PO must first be saved. You will notice that the PO has not been saved if the panel is grayed out.

1. Click the List Documents icon. This will list all the files residing in the LACOE folder of the C: drive or home directory immediately below the List Document icon. Please note: you must have the documents saved in the LACOE folder of your computer in order to populate the Attachment panel with the list of documents.
2. Select the documents to attach by clicking the checkbox in the Attach column.
3. Click the Save/Refresh Documents button. This will move the selected files from the right hand side to the left hand side.
Step 11: Process the PO

Navigation Steps

Use ➔ Purchase Order ➔ Header

Processing a PO is only available in the Standard PO panels. Without exiting the Express PO panel, follow the navigation to pull up the same PO in the Standard PO Panels.

To process the PO, first click the Edit Process button.

The Pop-up box below will appear letting you know the process has been initiated. Click OK, wait a few moments, and click Sparky to check if the process has finished.
If the Edit process hasn’t finished, you will get another pop-up box, similar to the one above, telling you the process hasn’t finished. Click OK, wait a few moments, and click Sparky again.

You will know when the Edit Process is finished, because when you click Sparky you will no longer get a pop-up message, the screen will refresh really fast, and the Budget Check button becomes available.

Now click the Budget Check button. You will get the message below. Click Yes and continue to step 12.

The Budget Check status now shows “Valid” if it passed Budget Check.
**Step 12: Print the PO**

Click the Printer button to view the printout in Acrobat Reader.

The following message will appear. Click OK, wait a few moments and the PO printout will appear in Acrobat Reader.
Once in Acrobat Reader, click the Printer icon in the upper left corner.

Select the printer, the number of copies, and whether or not to collate (used for printing multiple copies of each page) the printout. When ready, click OK to print.
Activity 3 – Create a Purchase Order for Inventory Replenishment

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Manage Purchase Orders
Use ➔ Express PO – Add ➔ Express PO

Business Unit: 12345
Purchase Order: TRAINXX (Instructor will assign numbers for “XX”)

Click OK

Enter Information in the PO Lines Panel

Vendor OFFICE DEP
Buyer Buyer - Training USD
Item ID Select Item ID from item activity #2.
(Item Number should be TRAINXX)
Unit of Measure Change UOM from ‘EA’ to ‘BOX’
Quantity 20
Ship To 77777 (Central Warehouse)
Add Freight Charges to the Replenishment PO - $5.00

Enter Distribution Information

Fund 01.0
Res PrjY 00000.0
Goal 00000
Function 00000
Object 9320
Sch / Loc 0000000
Budget Period XX-YY

Location 77777 (Central Warehouse)
Add Sales Tax to Replenishment PO

Save the PO by clicking on the SAVE icon.

RECORD PURCHASE ORDER ID NUMBER

Run the processes: Edit, Budget Check, and Dispatch.
Stocking Transactions (For Districts using Both Purchasing and Inventory Modules)

Once the PO has been created and validated by PO Edit, PO BCM and PO Dispatch processes, the PO can be received in the Manage Shipments panel and interfaced to the inventory module. It is important that the items being received are set up in the Item Definition Panel as inventory items.

Receiving

During the initial setup process, the district will define the rules for receiving inventory goods. PeopleSoft receiving process enables district staff to apply those rules while matching received items with dispatched POs and interfacing the items to the inventory module.

Receiving Goods and Services

In the PeopleSoft Receiving process, district staff will be able to use the receiving panels to handle multiple scenarios. Staff will be able to:

- Receive partial shipments from a single PO.

District staff can use the panels in the Receive Shipments window to add or update receipts, associate received items with dispatched POs, and make available the appropriate receiving information to PeopleSoft Inventory and PeopleSoft Payables.

Navigation Steps

Menu: Go ➔ Administer Procurement ➔ Manage Shipments

Use ➔ Receive with Purchase Order ➔ Receipt Items ➔ Add

(The dialog box below will appear.)
Select Business Unit (Training BU #12345) and then either enter a manual receiver number by writing over ‘NEXT’ or let the system assign a receiver number. To allow the system to assign a receiver number keep Receiver ID Number field defaulted to ‘NEXT’. Click the ‘OK’ button to go to the receiving panel. (The panel below will appear.)

**Pick Purchase Order Panel**

The required/primary fields in the Receiving panel are:

1. **Pick Purchase Order** - Using the Pick PO panel, users can enter the selection criteria. More than one line can be selected at a time. Select the Pick PO button to access the Pick PO panel.
Steps for Using this Panel:

2. **PO Business Unit** – Enter the PO Business Unit/District Number (12345). The PO Business Unit displays the value from the opening dialog box for this transaction.

3. **Purchase Order** – Enter the PO identifier.

4. **Fetch PO Schedules Button** – Click the Fetch PO Schedules button (Sparky the Dog) to retrieve the PO lines.

5. **Select PO Line(s)** – Select the PO Line(s) by checking the box. If there are multiple PO lines, scroll up and down to view all the lines retrieved. Select PO lines that are displayed to copy the line items and attributes to the receipt. These attributes include schedules and distributions.

6. **‘OK’ Button** – Click the ‘OK’ button to go back to the receiving panel.
7. **Ship To** – The Ship To location is an optional field. This is the primary location where the receiving agent receives goods, but can be changed to represent a different receiving location. For all replenishment POs, the Ship To location should always be the central warehouse.

8. **Days +/- Today** – Use the Days +/- Today to further restrict or expand the PO schedules users will be able to see. The value entered here will be added and subtracted from the current date to calculate the Start Due Date and End Date values.

9. **Start Due Date and End Date** – These dates will be used as a comparison against the PO schedule date in determining which schedules should be retrieved. The value defaults to the current date plus and minus the value in the Days +/- Today field.

10. **Item ID** – Identifies the Item identification number of the material being received. The items defined on the drop down menu represent items authorized for Purchasing.

11. **Short Name** – For quick identification, enter a vendor Short Name. Use this short name to limit the POs from the identified vendor.

12. **Ship Via** – Select the Ship Via Code to limit the PO schedules retrieved to those that were shipped by the selected Ship Via method. Examples of the Ship Via codes are Fed Express or UPS.

13. **OpenSched** – To select only PO schedules that have not been fully received, click the Open Sched check box. If this check box is unselected, then PO schedules whose quantities have already been fully received can be selected.
14. **Default Accept** – To copy the received quantity to the accepted quantity, click the Default Accept check box. When completing the inspection process, users can choose to override this defaulted value.

15. **Select No Order Qty, Ordered Qty, or PO Remaining Qty to default a receipt quantity** – These fields specify quantities to transfer to the receipt.

   - To bring over the order quantities as the received quantity, select the Ordered Qty radio button. This will default in the PO quantity regardless of any prior receipt quantity.
   - If No Order Qty is selected, then the copy function will not transfer order quantities to the receipt. All receipt quantities will need to be entered manually.
   - To default to the quantity that has not yet been received, select the PO Remaining Qty radio button. This will be the one defaulted on this panel.

16. **Details Push Button** – The Details Push Button takes the user to the PO Schedule panel. The user can view the PO quantity, price and order date for the receipt.

17. **Select All PO Schedules** – Enables selection of all POs retrieved based on selected criteria.

18. **UnSelect All PO Schedules** – Enables un-selection of the POs selected.
Receipt Items Panel

Once the line(s) have been selected to receive, press ‘OK’ to return to the Receipt Items tab.

- In the Receipt Items tab, enter the quantity to receive for each of the lines. This is the quantity that was delivered or received.

- **Enter the Accepted quantity:** This is the quantity that is being accepted. If the number accepted is less than the number received, the number rejected with the relevant rejection information must be recorded. If Default Accept checkbox is checked with the Ordered Qty radio button selected, the Accept Qty will be the same as the Recv Qty.

**NOTE:** There are certain edits against the Recv Qty and Accept quantities, and the system will warn when saving a receipt whose quantities fail these logical edits (see above). For instance, the received quantity should not be less or more than the sum of the accepted and rejected quantities. The quantity accepted and rejected cannot be more than or less than received. For example: the received quantity is 10, the quantity accepted is 8, and the quantity rejected is 0. The line status will stay as Open until the quantity received equals the quantity accepted plus the quantity rejected.

Notice that there are two positions in the scroll bar, indicating that both lines have been brought over for receipt.
19. **Recv Date** – Identifies the date users have physically received the material.

20. **Bill of Lading** – Identifies the shipper's proof of identification of the material in-transit. The Bill of Lading that was entered in the Header defaults onto the receipt lines.

21. **Pack Slip** – Is the alphanumeric identifier for the list of items being delivered. The Packing Slip entered into the Header defaults onto the receipt schedules.

22. **Recv UOM** – It is important ‘NOT’ to change the Order UOM to the Storage/Issue UOM. The UOM of the item should be kept at the Order UOM, because the system will automatically convert to the Storage/Issue UOM when the item is interfaced to the inventory module. For example, if the Order UOM for an item is 1 CASE, the system will automatically convert 1 CASE to 12 CANS when the item is interfaced to the inventory module.

23. **Inventory** – Indicates the specific item is inventory – “Y” or not – “N”. If it is not an inventory item, the item quantity will not be interfaced to inventory module.
Example 1 – In the example above, the entire quantity of 30 is being received.

24. **Item Long Description** – Click the Show Description button to view the item description display.

![Item Description](image)

25. **PO Comments** – Press the PO comments button to view the comments relating to the PO being received. Users can only review the comments created on a PO. Users cannot create comments in this field. Additionally, users will not be able to view PO header comments, only PO line and ship to comments in this panel.
Example 2 – Go to Line 2 using the scroll bar. Assume that we want to REJECT/RETURN 10 of the 50 we have received:

26. Details Button – Click on the Details button to input the return information in the Receiver Schedules Details panel.
27. **Reject Qty** – If not all of the quantity received is being accepted, enter the Reject Qty.

28. **Rej (Reject) Reason** – Select the rejection reason from the drop down: Damaged Goods, Failed Inspection, Incomplete Shipment, Late Shipment, Early Shipment, Wrong Goods or Service.

29. **Rej (Reject) Action** – Choose the action for this reject: Return for Credit, Destroy, Return For Replacement, Return to Vendor.

<table>
<thead>
<tr>
<th>Valid Values</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D&amp;M</td>
<td>Damaged Goods</td>
</tr>
<tr>
<td>FAL</td>
<td>Failed Inspection</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete Shipment</td>
</tr>
<tr>
<td>LAT</td>
<td>Late Shipment</td>
</tr>
<tr>
<td>FLY</td>
<td>Early Shipment</td>
</tr>
<tr>
<td>WRG</td>
<td>Wrong Goods or Service</td>
</tr>
</tbody>
</table>

**Example 3** – Go to line three using the scroll bar on the right side of the panel. For this example, we will do a partial receipt. The actual number of items in the PO is 25. We will change the quantity from 25 to 20. It is important to change both the Recv Qty and Accept Qty from 25 to 20 when doing a partial receipt. When receiving the remaining five items, create another receiver.

30. **Saving the Document** – After entering the above information, save the panel. NOTE THE RECEIVER ID number is changed from “NEXT” to a system generated number. See panel on next page.
31. **Item List Tab** – Go to the Item List tab to view detailed item information. Notice line 2 reflects the quantity that was rejected.
32. **Receipt Status Tab** – In the Receipt Status tab the receipt status can be reviewed and changed. The status of the receiver starts with ‘Open’. Once it is saved, it changes to ‘Received’. When it is interfaced to the inventory module, it changes to ‘Moved’.

33. **Cancel the Entire Receiver** – To cancel the entire receiver, click the Cancel button in the header section and save the receipt. By clicking the Cancel button, all of receiver lines will be cancelled. Notice that the Status changes from Open to Canceled. Specific lines can be cancelled by clicking the Cancel button in the receiver line section.

34. **Cancel one Line** – To cancel one line of a receiver, click the Cancel button in the line section and save.

35. **Hold Entire Receiver** – To hold the entire receiver, select the Hold Receipt check box. By selecting the check box, the entire receiver is on hold from further processing until the hold receipt check box is unchecked. Notice that the status changes from open to hold.

36. **Hold One Line** – One line can be placed on hold instead of the entire receiver. To hold one line on the receiver, hit the check box in Hold Item check box for line 1.
**Processing Receipt** – After a receipt has been created, the Auto-Putaway Process, which is a background process, will pick up the receipt and interface the data to the Inventory Module. Once the receipt is interfaced to the Inventory Module, the Quantity-on-Hand for the item will be increased by the number of the receipt. The Auto-Putaway Process is currently scheduled to run at LACOE nightly, Monday through Friday.

NOTE: It is important that items being interfaced to the Inventory Module are set up in the Item Definition panel as inventory items. To find out if the item on the receiver can be interfaced to inventory, check the Inventory indicator in Receipt Items panel.
**Activity 4 – Create a Receipt for a Purchase Order**

**Navigation Steps**

**Menu:** Go ➔ Administer Procurement ➔ Manage Shipments
    Use ➔ Receipt with Purchase Order ➔ Receipt Items ➔ Add

Business Unit: 12345
Recv No: TRAINXX (Instructor will assign numbers for “XX”)

Click OK

Click on Select PO icon

Enter PO Number

Click on Sparky the Dog to retrieve the PO

Click on checkbox located on left-hand side to select the PO for receiving.

Click OK

Enter Required Information in the Receipt Items Panel

Accept Quantity 20

Save the document by clicking on the SAVE icon.

**RECORD THE RECEIVING DOCUMENT NUMBER**

Cancel out of the panel by clicking on the red X.

**Auto-Putaway Process**

Auto-Putaway Process will run periodically by LACOE in the PeopleSoft database.

The training staff will kick off this process. To verify if the receipt has been putaway, use the Transaction History Inquiry panel.

Navigate to the Transaction History Inquiry panel to view the transaction. Please refer to the Transaction History Inquiry panel section of this manual for instructions to navigate to the panel.
Stocking Transactions Using Express Putaway

Express Putaway Panels

Use the Express Putaway panels to receive incoming materials and put them into their storage locations. These panels enable users to putaway stock without using PO-Manage Shipments process to receive the inventory items.

NOTE: Districts only using PeopleSoft Inventory will be using the Express Putaway panel to putaway the inventory items. Districts using PeopleSoft Purchasing and Inventory should create POs first and then receive the PO through the Manage Shipments panel, please refer to earlier chapter – Stocking Transaction for details. Express Putaway can be used by PO/Inventory districts for inventory item receipt in special situations such as, the putaway process failed to update the inventory item quantities.

Required Information Panel

Use the Required Information panel to enter just the mandatory information required for the express putaway method.

Navigation Steps

Menu: Go Control Inventory Putaway Stock
Use Express Putaway Required Information
(The panel below will appear.)
The Required Information fields in the Required Information panel are:

1. **Recv No** – Enter a manual Receiver number by writing over ‘NEXT’ or let the system assign a receiver number. To allow the system to assign a receiver number, keep Recv No field defaulted to ‘NEXT.’ It is recommended to enter the same receiver number from the district’s third party purchasing system in PeopleSoft.

2. **Putaway Dt** – The Putaway Dt defaults to today’s date. Enter a different date if the items were putaway at a different time. This field is only for informational purposes and does not have any accounting impact.

3. **Line Defaults Panel** – The Line Defaults panel provides a fast and simple way of defining information common to all lines of the putaway. If entering multiple items in this panel that share putaway information, click the Line Defaults button, or select the Line Defaults tab to enter the common information on the Line Defaults panel. Go to the Line Defaults panel first before entering other required fields in the Required Information tab.

4. **Sort** – Select the Sort button to sort the information either by receiver line or, if Recv Line information is not entered, by Item ID. This button is an optional field.

5. **Recv Line** – For each putaway line, the system will assign a Recv Line number.

6. **Item ID** – Enter the Item ID being received.
7. **Stor Loc** – When the Item ID is entered, the default storage location (WHSE) defined for the item displays. The default storage location does not need to be changed because districts do not have rows and bins. Only one default storage area location, ‘WHSE’ is assigned to every Inventory District.

8. **Quantity & Stocking Unit of Measure** – Enter the received quantity and select the stocking unit of measure. It is important that the stocking/issue quantity and unit of measure be entered in this panel—NOT the order (purchasing) quantity and unit of measure for the item. The stocking/issue unit of measure is the lowest UOM for the item.

   • Districts using this panel are responsible for converting the order (purchasing) unit of measure to stocking/issue unit of measure before entering it in PeopleSoft. For example, if one case (12 items in a case) is received, it must be converted and entered in PeopleSoft as 12 each if the stocking/issue UOM is each.

9. **Unit Cost** – Enter the Unit Cost. This is the cost of inventory item, plus sales tax and freight charges. The unit cost entered in this panel will be used to calculate the average cost for the item.

   • For example, if the total cost of the PO is $15 for one case (12 items in a case), the total cost will have to be divided by 12 since there are 12 items in one case. The unit cost will be $1.25 plus the .12 sales tax and the .50 freight charges. The total unit cost for each item will be $1.87. This amount must be entered in this field. The $1.87 cost will be used to calculate the average cost for the item.

10. **Container ID** – The Container ID is not used at LACOE.

11. **Detail Button** – Click the Detail button to enter additional information for the item on the Line Detail panel.

12. **ChartField Overrides** – Click the ChartField Overrides button to override the accounting information for the item on the ChartField Overrides secondary panel.

For all stocking transactions in this training database, the debit and credit are both made to 9320 (inventory object). The accounting entry nets to zero. The account string for receiving transactions will be 01.0-00000.0-00000-00000-9320-0000000 for both the debit and the credit.

   • This account string is set-up as part of the inventory business unit and will default for the putaway transactions. Since, this account string will not change, do not enter an account string in this panel.

**NOTE:** The default account strings setup for the putaway transactions is not visible on this panel. They are set up as part of the inventory business unit. The default account strings are visible after the accounting processes have run in the accounting inquiry panels. Refer to the putaway accounting section of the training materials to learn more.
Line Detail Panel

Use the Line Detail panel if some of the items being putaway require specific tracking information.

Navigation Steps

Menu: Go ➔ Control Inventory ➔ Putaway Stock
Use ➔ Express Putaway ➔ Line Detail

(The panel below will appear.)

![Line Detail Panel](image)

NOTE: The Business Unit,Recv No, Putaway Dt, Item ID, Quantity, and UOM fields default from the Required Information panel. If they are entered in the Required Information panel, the information will be populated automatically in the Line Details panel.

The required/informational fields in the Line Detail panel are:
1. **Enter Qty in Stocking UOM** – Select, if not defaulted, the Enter Qty in Stocking UOM radio button option. This option allows users to enter quantities in the stocking UOM. Users will not be using the ‘Enter Qty in Standard UOM’ option in this panel.

2. **Return to Previous Panel** – Click the Return to Previous Panel button or select the appropriate panel tab to return to the last panel used in the express putaway group.

3. **PO Information Box** – Optional PO Information can be entered. The **PO**, **PO Date**, and **Vendor**, information that should come from the receiving paperwork. This is informational only. It is recommended that PO information is entered in these fields to tie the information in the purchasing system to PeopleSoft.

4. **Non-Owned & Stock Type** – The Non-Owned check box specifies that the business unit does not own the item. If the item is non-owned, the putaway transaction has no cost. If the item uses the average costing method, the average cost calculations for this item is not affected. Stock type, which is required if the item is non-owned, reflects what type of item is being putaway, whether it is a standard item or leased material. Non-Owned and Stock Type is not a required field in the Express Putaway panel.

5. **Dist (Distribution) Type** – It is used to override the default distribution types (Dist Type) for the items. This field is not used in this panel.

6. **Comments** – Enter any Comments for the putaway of the item. These comments will not appear on any inventory documents.
Line Defaults Panel

The Line Defaults panel provides a fast and simple way of defining information common to all putaway lines processed with the Express Putaway panel group. If multiple items in this panel share putaway information, enter the common information on the Line Defaults panel.

Navigation Steps

Menu: Go — Control Inventory — Putaway Stock
Use — Express Putaway — Line Defaults

(The panel below will appear.)

NOTE: The Business Unit,Recv No, and Putaway Dt fields default from the Required Information panel. If they are entered in the Required Information panel, the information will be populated automatically in the Line Details panel.

Prior to entering any additional information in the Required Information panel, enter information in the Line Defaults Panel to copy the default information to all of the express putaway lines.
The required/informational fields in the Line Defaults panel are:

1. **Return to Previous Panel** – Click the Return to Previous Panel button or select the appropriate panel tab to return to the last panel used in the express putaway group.

2. **PO Information** – Optional PO Information can be entered. The PO, PO Date, and Vendor information should come from the receiving paperwork.

3. **Dist (Distribution) Type** – Distribution type is not a required field in the Express Putaway Panel. It is used to override the default distribution type (Dist Type) for the items. This field will not be used in this panel.

4. **Container ID** – The Container ID is not used at LACOE.

5. **Comment** – Enter any comments for the putaway of this item. The comments will not appear on any inventory transaction documents in PeopleSoft. (To view this field on the panel, refer to the above panel).
6. **Copy Button** – Default information can be entered before or after entering the express putaway items. If default information is entered after the express putaway items are entered on the Required Information panel, use the Copy button in the **Putaway Line Defaults** group box to copy the default information to all of the express putaway lines.

   The copied information overwrites any line-specific information that may have been defined. Only those defaults with values specified will be copied to the lines.

7. **ChartField Overrides** – For all stocking transactions in this training database, the debit and credit are both to 9320 (inventory object). The accounting entry nets to zero. Therefore, the account string for putaway transactions will be 01.0-00000.0-00000-00000-9320-0000000 for both the debit and the credit. This account string is set-up as part of the inventory business unit and will default for the putaway transactions. Since this account string will not change, do not enter an account string in this panel.

**Saving the Express Putaway Panel**

After all the required/informational fields have been entered, the Express Putaway panel must be saved in order to update the item being received. There are no processes that need to run in order to update the item quantity because it is updated in real time. See the Transaction History Inquiry panel section in the manual to verify the Available Quantity increase.
Activity 5 – Create an Express Putaway Transaction

Navigation Steps

Menu:  Go → Control Inventory → Putaway Stock
Use → Express Putaway → Required Information

Item ID 02-26607
Quantity 5
Select Unit of Measure EA
Unit Price 15.00

Click on the Line Details panel
Verify that Quantity is 5 EA and the Base Quantity is 5 EA.
Verify that the Enter Quantity in Stocking UOM is selected.

Enter PO Number R12345

Save the Panel by clicking on the SAVE icon.

RECORD THE RECEIVER ID

Cancel out of the panel by clicking on the red X.

Navigate to the Transaction History Inquiry panel to view the transaction. Please refer to the Transaction History Inquiry panel section of this manual for instructions to navigate to the panel.
Creating Material Stock Request (MSR)

PeopleSoft Inventory Module refers to Warehouse stocked items as Inventory items. The MSR is similar to the Requisition process developed for requesting warehouse stocked items.

Navigation Steps

Menu: Go — Control Inventory — Fulfill Stock Orders
Use 2 — Material Stock Request — EZ Issue — Add.

EZ Issue Panel

The EZ Issue panel is divided into three sections: Header/Shipping Information, Distribution Information, and Line Item Details.
Header/Shipping Information Section

This section contains information that pertains to the entire request. This includes information such as the Order Number, Workflow Status, Name, Location, Ship Customer, Schedule Date, Cancel Backorder Flag, and Total Amount.

**Business Unit:** The Business Unit is defaulted to the district’s business unit.

**Order No.:** The Order Number or MSR ID of “NEXT” will be displayed. This is a free form field. Depending on the district’s business practice, the user can manually enter an alpha numeric ID or allow the system to assign the number. To allow the system to assign a new number, leave the ID as “NEXT” and the new number will be assigned once the panel is saved.

**Status:** Indicates the status of the order. Please note: if the district uses workflow, the status will default to Pending Approval at save. Otherwise, the status will default to Approved.

**Name:** Enter the requester’s name or school site or department. Depending on the district’s setup, the name field can be a free form field where the user can manually enter the name, or have the field tied to the user’s operator preferences where the name will automatically populate.
**Location Code:** This is the delivery location. Depending on the district’s setup, the location code field can automatically populate based on the user’s operator preferences, or have the field default to blank in which the user will need to manually choose the location code. Please note, the user can update or override the location depending on where the items will be shipped to.

**Ship Cust:** This field is defaulted based on the Location Code. This is the delivery address that will be used by warehouse personnel.

**Schedule Date:** The Schedule Date is the date that the order is scheduled to be delivered to the requested location. This will automatically default to the first date after lead days. The scheduled delivery date cannot be earlier than predefined lead days plus today’s date excluding weekends. Lead day is the minimum days of advance-notice given to the warehouse to prepare the order. For example, if today is Monday and the lead day is 3 for your school district, then the scheduled delivery day cannot be earlier than the coming Thursday. The system will prompt an error message with a scheduled delivery date that is less than the Lead Day from today. The system allows override of the default with a date later than today plus lead days.

**Cancel Backorder:** Select this option to cancel the automatic backordering of the partially fulfilled order line. If this box is un-checked, a backorder is automatically generated if there is insufficient quantity to fulfill this order line. The default value for the backorder is checked. District office has to make the decision on how to handle the backorder situation.

**Total Amount:** The summation of the amounts on the MSR.

**Delete Button**: MSR can be deleted after it has been successfully saved and before it has been reserved. After it is saved, the “Delete” button will be displayed and activated at the Header section.
## Distribution Information Section

This section contains account code information on how the item is going to be charged. The values entered in the chart fields will be defaulted to each line item as it is created. This allows the user to enter the distribution information once. The defaulted values can be changed as new lines are entered through the Override ChartFields icon.

**NOTE:** Upon saving the MSR, the system will validate the account strings and the availability of funds in the Budget Ledger. The system will prompt the user with an error message if an account string does not exist and/or the Appropriation budget is insufficient. We strongly recommend that you save the MSR after entering the first line to ensure that the account string entered is valid and fund is available.
Line Item Details Section

These lines contain information about ordering warehouse items. Each line of the MSR represents a warehouse stock item that the user plans to order. It is important to note that the default distribution information is applied to all lines in an MSR. The account code for a specific line(s) can be changed utilizing the Override ChartField Panel.

**Item ID:** The list of available items can be accessed by clicking on the drop-down menu or press the “F4” function key. The following panel will display available warehouse stock items with the Item ID and description.
Qty Requested: Enter the number of quantity to order.

UOM: The value in this field will default to the Unit of Measure of the item.

QTY Available: When the item is entered, the “QTY Available” field is populated to display the available Quantity-on-Hand.

If the quantity requested is more than what the system has, a warning message will appear. This message below will appear if the district allows back order. Click “OK” to continue.

If the district does not allow backorder, the user will not be able to order more than the quantity available and the message below will appear. Click “OK” and adjust the quantity requested or delete the line.
**Unit Price:** Unit Price is the cost of one item.

**Amount:** The monetary value of the line is displayed. This is the quantity multiplied by the unit price.

**Line Comments:** Allows the user to enter comments for the line.

**Override ChartFields:** User can override the account string entered in the defaults using the Override ChartFields icon.

**Transaction Comment Panel**

In this panel, comments can be added or updated at the line level. The comments will appear on the MSR printout and also on the Warehouse “Pick Ticket” (LAIN013S).
Step-by-Step Instructions for Creating a MSR

Step 1: Create a new MSR

Navigation Steps

Menu: Go ➔ Control Inventory ➔ Fulfill Stock Orders
Use 2 ➔ Material Stock Request ➔ EZ Issue – Add

Leave the default Business Unit and enter an Order Number (or accept NEXT as the number), then click OK. By selecting NEXT, PeopleSoft will assign the next available order number for the district.

The panel below will populate.
Step 2: Enter or Select the Name

Enter the name if the Name field is setup as a free form field for your district. Otherwise, the Name field will automatically populate based on the user’s operator preferences. For users that enter for multiple sites, click the drop down arrow and select the correct site.

Step 3: Enter or Select the Location

Enter the delivery location if the Location field is not set up to automatically populate. Otherwise, the Location field will automatically populate. To override or update the location, click the drop down arrow and choose the location.
Step 4: Change the Schedule Date

Click the drop down arrow to change the Schedule Date. This will automatically default to the first date after lead days. The scheduled delivery date cannot be earlier than predefined lead days plus today’s date excluding weekends.

![Image of Schedule Date](image1)

Step 5: Enter the Default Account Distribution Information

Type in the: Fund, Resource/Project Year (Res.PrjY), Goal, Function, Object, and School/Location (Sch/Loc).

![Image of Account Distribution](image2)
Step 6: Enter the MSR Line Details

Type in the Item ID and the Qty Requested. After tabbing out of the Item ID field, the UOM, Qty Available, Unit and Price will populate. The amount will populate after entering the quantity requested. If additional lines need to be entered, press the F7 function key to insert additional lines.

If the quantity requested is more than what the system has, a warning message will appear. This message below will appear if the district allows back order. Click “OK” to continue.

If the district does not allow backorder, the user will not be able to order more than the quantity available and the message below will appear. Click “OK” and adjust the quantity requested or delete the line.
Step 7: Enter MSR Comments

Click the Transaction Comments tab to enter comments for each line(s).
**Step 8: Save the MSR**

After all the information is entered, press the Save icon. The system will validate the account strings and the available funds in the Budget Ledger. If the account strings are valid, the panel will be saved and the Save icon will be grayed out. The Status will also populate to “Pending Approval” if workflow is turned on, or “Approved” if workflow is turned off.

![Image of PeopleSoft interface showing MSR details]

Press the Save Icon. You now have an Order number.
Step 9: Print the MSR

After saving the MSR, click on the Printer icon to print the MSR.

The pop-up message below will appear letting you know that the MSR will open in Adobe Acrobat. Click OK. In just a few moments the MSR printout will appear on the screen.
Once the print process is finished, the MSR printout will appear and will look like the one below.

In Acrobat Reader, click the Printer icon to print the MSR and the print screen below will appear. On this panel, select the desired printer and number of copies to print. Click OK. The MSR will now print to the selected printer.
Step 10: Send the MSR for Approval

The MSR can now be sent for Approval (Workflow districts only). Click the Send for Approval button to initiate the online approval process. The system will ask you “Are you sure you want to forward the selected MSR for Approval?” Click “Yes”.

Click the Send for Approval button to initiate workflow.
Deleting a Material Stock Request (MSR)

MSR can be deleted after it has been successfully saved and before it has been reserved. After it is saved, the “Delete” button will be displayed and activated at the Header section.

Click on the “Trash Can” icon to initiate the deleting process. The message below will display. Click “Yes” to delete the MSR.

NOTE: Deleting an MSR will remove all data entered. Deleted MSRs cannot be accessed/inquired anymore.
Canceling/Hold Stock Request

This panel is used to cancel and hold the MSRs. It is only accessible to Inventory Managers.

Navigation Steps

**Menu:** Go ➔ Control Inventory ➔ Fulfill Stock Orders

Use ➔ Stock Request Cancel/Hold

To cancel or hold by order number, follow the steps below:

1. Enter the Order Number in the Order No field.
2. Click the Search button ( ). The stock order will populate in the Cancel/Hold section.
3. Click the Cancel or Hold checkbox.
4. Save the panel.
To cancel or hold by multiple order numbers, follow the steps below:

1. Enter the Sched Ship Date Range by clicking the drop down arrow or entering the date manually. The From and To fields must be selected.

2. Click the Search button. The stock orders will populate in the Cancel/Hold section.

3. Click the Cancel or Hold checkbox to the stock orders to be cancelled or held.

4. Save the panel.
Activity 6 – Create a Material Stock Request (MSR)

Navigation Steps

Menu: Go Control Inventory Fulfill Stock Orders
Use2 Material Stock Request EZ Issue Add

Business Unit: 12345
Order Number: TRAINXX (Instructor will assign numbers for “XX”)

Enter Information in the EZ Issue Panel:

Name Your Name
Schedule Date Today’s date + 3 days
Location Select one from the drop down list, then tab to the ChartField area.

ChartField: K12 ChartField: CCD
Fund 01.0 Fund 01.0
Res. PrjY 00000.0 Res. PrjY 00000.0
Goal 11100 Categorical 00000
Function 10000 Location 00000
Object 4310 Object 4300
Sch/Loc 010000 Activity 0000000
Budget Period XX-YY Budget Period XX-YY

Use for this exercise only. This will be different for each district.

Item TRAINXX (Select item created in activity #2) (Tab Over)
Quantity 1
Repeat those steps to create a multi-items MSR.

Save the EZ Issue panel by clicking on the SAVE icon.

RECORD MSR NUMBER

Cancel out of the panel by clicking on the red X.

Autoship Process

The Inventory Autoship Process runs at night by LACOE in the PeopleSoft database. The training staff will kick off this process.

Navigate to the Stock Request Inquiry panel to view the MSR details. Please refer to the Stock Request Inquiry panel section of this manual for instructions to navigate to the panel.
Express Issue

Overview

The Express Issue panel is used to enter all of the information required to do an issue in one single panel. It can be used to record the items that have already been issued. This panel is not designed for district sites to enter their warehouse requisitions and it does not allow backorder and delivery date scheduling.

The Express Issue has an add capability only. There is no Update/Display capability. After the Express Issue has been saved in the system, changes can only be done through the adjustments panel after the Depletion Process has completed.

Express Issue Panel

Navigation Steps

Menu:  Go ——> Control Inventory ——> Fulfill Stock Orders

Use 2 ——> Express Issue (The panel below will appear.)

The Business Unit will default to the district’s business unit number. Allow the system to auto assign a default Order No. or enter a manual Order No by writing over the word ‘NEXT’. Click the ‘OK’ button to go to the Express Issue panel. (The panel on the next page will appear.)
Express Issue Panel Explained

**Shipping ID** – Enter the Shipping ID. It is recommended to use the manual requisition number.

**Sched Date** – Enter the date when the item was issued. A prior date can be entered, but not a future date. The reason a future date cannot be entered is because this panel is used to record issues that have already occurred. This date is only for informational purposes and does not have any accounting impact.

**Sched Time** – Enter the time when the item was issued. If the time of the issue is unknown, enter the approximate time.

**Distrib Type** – This field is only to be used when district is using PeopleSoft to track their food service items. For districts that use PeopleSoft Inventory to track their food service items, LACOE needs to set up the appropriate distribution type prior to the use of this panel.

**Ship To Customer** – Enter the name of the person who will be receiving the items at the school site (i.e. Requester). Tab to the Location field and click on the drop down arrow to select the location for delivery.
**Default Account String** – Enter the account string in this area and this account string will be defaulted in for all the items entered for this order. The system allows override of the account string at the individual line level.

**Line** – System defaults for the line item number.

**Item ID** – Enter the inventory item number by manually entering the number, or by double clicking the Item ID field, or by pressing the F4 function key on the keyboard to show the valid item values and choose the item that has been issued. If an item is selected that does not have any Quantity-on-Hand, the system will generate an error message. The system will not proceed with the processing of the issue without selecting another item or waiting until the item has Quantity-on-Hand.

**Item Search** – In the Item ID field, double click in the field and select an item. Select the item to issue and click OK. The system will copy the item information stored in the item table.

The Express Issue panel is used to record issues that have already occurred. Hence, only items that have a Quantity-on-Hand can be issued. There should be no lag time between issuing the items from the warehouse and recording the issue in PeopleSoft.

**Quantity** – Enter the quantity issued in this field.

**UOM** – System defaults the Unit of Measure from the Item Definition panel. The system assumes that the standard unit of measure set-up in the Item Definition panel is the same as the issue unit of measure. If this is not the case add the issue unit.

**Stor Loc/Lot ID/Serial ID** – System defaults to the Storage Location set-up in PeopleSoft. LACOE currently does not support the use of rows and bins in the warehouse, the only Storage Location set-up in PeopleSoft is an area called ‘WHSE.’

**Detail/Override Exceptions button** – Use the Detail/Override Exceptions button only to charge different account strings for each item. Otherwise, use the ChartField Overrides button to enter one account string. Only enter one account string per line item in this panel. The other fields in the Detail/Override Exceptions panel are not applicable.

**Check Account String** – Click on the Account Validation button before saving the order to validate the account string and check whether the budget balance is sufficient to cover the expenses.
Step-by-Step Instructions for Issuing Warehouse Stock through Express Issue Panel

Navigation Steps

Menu:  Go → Control Inventory → Fulfill Stock Orders
Use 2 → Express Issue

Type in the desired Order No. or leave the field as NEXT and PeopleSoft will assign the next available Order number for the district. Click OK.

The Express Issue panel will load.

![Express Issue Panel](image-url)
Follow the steps below to enter a Stock Order through the Express Issue panel:

1. Click the drop down arrow to select the Delivery Location. After tabbing out of the Location field, the Ship To Customer will populate data based on the location description.
2. Override, if necessary, the Ship To Customer.
3. Enter the Default Account String.
4. Choose the Item Id by double clicking the Item Id field.
5. Enter the Quantity to be issued.
6. Validate the account string by clicking the Account Validation button. This ensures that the account entered is valid prior to entering other lines.

To enter another Item, click the outer scroll bar and press the F7 function key on the keyboard to insert a new row.

7. Save the order.

NOTE: After saving the panel, if the wrong item or account string was entered, a correction must be made in the Adjustments panel. To learn how to do a return adjustment, refer to the ‘Inventory Adjustments’ section of this training manual. If incorrect information is saved, the item must be depleted (process at night) before an adjustment can be done.
Activity 7 – Create an Express Issue Transaction

Navigation Steps

**Menu:**  Go Control Inventory Fulfill Stock Orders

**Use:** Express Issue

Business Unit: 12345
Order Number: TRAINXX (Instructor will assign numbers for “XX”)

Enter Information in the Express Issue panel:

**Shipping ID**  TRAINXX (Same as the Order Number)

Click on the default Chatfield area.

<table>
<thead>
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<th>ChartField</th>
<th>Value</th>
<th>ChartField</th>
<th>Value</th>
</tr>
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<td>XX-YY</td>
</tr>
</tbody>
</table>

Use for this exercise only. This will be different for each district.

Ship To Customer The Name should be defaulted in after the Location Code is selected.
Location 00600 – Mayfair High

**Item**  TRAINXX (Select item created in activity #2) (Tab Over)

**Quantity** 1

Save the Express Issue panel by clicking on the **SAVE** icon.

**RECORD ORDER NUMBER**  

**RECORD SHIPPING ID NUMBER**

Cancel out of the panel by clicking on the red **X**.

The Inventory Depletion Process runs at night by LACOE in the PeopleSoft database. The training staff will kick off this process. To view the issues, navigate to the Stock Request Inquiry panel.

Navigate to the Transaction History Inquiry panel to view the transaction. Please refer to the Transaction History Inquiry panel section of this manual for instructions to navigate to the panel.
Inventory Adjustments

Overview

There are several types of inventory adjustments that may need to be made in the Inventory Module throughout the fiscal year. The types of adjustments are:

- Average Cost Adjustments
- Return to Warehouse Adjustments
- Quantity-on-Hand Adjustment
- Obsolete Items Adjustment
- Return to Vendor Adjustment

All of the adjustments are made in the same Adjustment panel in PeopleSoft with the exception of Average Cost Adjustments. This adjustment is made in the Average Cost Adjustment panel.

All of the inventory adjustments in PeopleSoft are made in ‘add only mode’ panels. Once the adjustment has been saved, the tables are updated automatically. There are no update/display capabilities on these panels. To check the adjustment results the Inquiry panel can be used immediately.

NOTE: Quantity-on-hand adjustments for new items that have not been received in PeopleSoft and have no Quantity-on-Hand cannot be made. Only after the first receipt for an item is processed in PeopleSoft, can the Adjustment panel be used to make Quantity-on-Hand changes. Changes can be made to the average cost any time after the unit price is entered in PeopleSoft in the Item Production Cost panel.

All Adjustments except Average Cost

Navigation Steps

Menu:  Go → Control Inventory → Maintain Inventory

Use → Adjustments (The panel on the next page will appear.)

NOTE: In the Adjustment box, the fields will remain grayed out until the item has been chosen.
The required/primary fields in Adjustment panel for returns are:

1. **Item Search button** – By selecting the Item Search button the item to adjust can be selected. The selection criterion is based on the Item ID. Container ID, Area, and Zero Qty Locations will not be used.

   Select the Item Search button and the pop-up menu following will appear. In the Item ID criteria, choose an item that needs to be returned by clicking the drop down arrow or by pressing on the F4 function key on the keyboard. After the item is selected for adjustment, click the ‘OK’ button to return to the Adjustment Panel.

2. **Transaction Date** – The date the Adjustment is made. The Transaction Date defaults to current system date.
3. **Adjustment Type** – Use the drop down to choose increase or decrease.

4. **Reason** – The Reason Code is used to describe why the adjustment occurred and can be used later for analysis purposes. To access the different types of Reason Codes click on the drop down arrow or press the **F4** function key on the keyboard. A list of Reason Codes will appear.

   ![Reason Code Table]

   Select the correct reason for the adjustment. Click the ‘OK’ button to return to the Adjustment panel.

5. **Document** – The Document field is an informational field that can be used for reporting purposes. For returns, warehouse personnel should record the original order number in this field to tie the issue and the return together. It is important warehouse personnel enter an issue number because a report will be generated displaying the issue and return average prices. The purpose of the report is to display the difference in average cost between the two transactions so adjusting journal entries can be created, if needed.

6. **Distribution Type (Dist Type)** – The Distribution Type field is used to identify the various types of adjustments that are being made. It is important to distinguish between the types of adjustments that are being made for reporting purposes. To access the Distribution Type field, click on the drop down arrow or press the **F4** function key on the keyboard. This is where you will indicate what type of adjustment you are making.

   ![Distribution Type Table]

7. **ChartField Overrides** – This is used for RETURN TO WAREHOUSE adjustments. All other adjustments will have a default account string, but in a return to warehouse you must indicate the account string that will be used. By selecting the ChartField Override button, account strings for the adjustment can be inputted. It is important to input valid account strings in this window. An invalid/incomplete account string will affect the generation of the inventory accounting entries.
To access the ChartField values, double click or press the F4 function key on the keyboard for the individual ChartField values. Click the ‘OK’ button to return to the Adjustment panel.

8. **Adjust Quantity** – For this field, enter the quantity that is being returned. The Unit of Measurement (UOM) is populated based on the unit of measure that needs adjustment. Verify that the quantity adjusted is the correct unit of measure.

9. **Saving the Document** – After all the required fields have been entered, the Adjustment panel must be saved in order to update the Quantity-on-Hand for the item. To save the panel, the user can click on the **SAVE** icon.

There are no processes that need to run in order to update the Quantity-on-Hand for the item. Once the panel is saved, no changes can be made. If any mistakes are made while entering the adjustment transaction, an additional adjustment is needed to correct the errors.
Average Cost Adjustment

Warehouse personnel may need to do an Average Cost Adjustment to correct data entry errors or to update the price of items because the receiver price and the invoice price are different. If the item has been issued to the school site, warehouse personnel must inform the site that a data entry error was made and a new cost will be re-issued. The item must be returned at the original cost and a new cost must be re-issued via the Average Cost Adjustment panel. The adjustment applies to the entire Quantity-on-Hand. To do an Average Cost Adjustment, the warehouse personnel must make the adjustment in the Average Cost Adjustment panel.

Navigation Steps

Menu: Go — Manage Costs — Maintain Product Costs
Use — Average Cost Adjustment (The panel below will appear.)

The required/primary fields in Adjustment panel for Average Cost Adjustments are:

1. **Item ID** – To access the item to be adjusted, click on the drop down arrow or press the F4 function key on the keyboard. A list of items will appear. Choose the correct item that needs to be adjusted. Click the ‘OK’ button to return to the Average Cost Adjustment panel.
The Qty (Quantity) Owned, Current Average Cost, and Cost Element will be populated after the item has been chosen. Qty Owned is the Quantity-on-Hand. Cost Element will be the base cost of the item. Current Average Cost is the current cost of the item.

The Standard Unit of Measurement (UOM) will be populated automatically based on the item picked.

2. **Adjustment Method Box** – In the Adjustment Method box, depending on district needs, warehouse personnel can increase, decrease, or create a new cost for the item.

To increase, decrease, or create a new cost for the item, simply select the radio buttons for Increase, Decrease, or New Cost. Depending on this selection, the appropriate Increase Cost By, Decrease Cost By, or New Cost field will be available to enter the adjustment value.

3. **Increase Cost By** – If an Adjustment Method of Increase is selected, enter the Increase Cost By amount. The adjustment process will add this amount to the Current Average Cost and display the new cost.

4. **Decrease Cost By** – If an Adjustment Method of Decrease is selected, enter the Decrease Cost By amount. Enter the amount as a positive number (for example, do not enter -1.00 to indicate a decrease). The adjustment process will subtract this amount from the Current Average Cost and display the new cost.
5. **New Cost** - If an adjustment method of New Cost is entered, enter the new cost amount. The adjustment process will replace the existing cost with the new cost entered. If the new cost amount is less than the Current Average Cost, then the Decrease Cost By amount will display. If the new cost amount is more than the Current Average Cost, then the Increase Cost By amount will display. This will be the amount by which the adjustment process will adjust inventory.

6. **Reason Code** – The Reason Codes can be used to describe why an adjustment has occurred and can be used later for analysis purposes. To access the different types of reason, select the drop down arrow or press the F4 function key on the keyboard. A list of reasons will be displayed, choose the correct reason for the adjustment. Click the ‘OK’ button to return to the Average Cost Adjustment panel.

7. **ChartField Overrides** – By selecting the ChartField Override button, an account string for the adjustment can be inputted. It is important to input valid Account Strings in this field. An invalid/incomplete Account String will affect the background processes in the system.

   To access the ChartField values, double click or press the F4 function key on the keyboard for the individual ChartField values. Click the ‘OK’ button to return to the Adjustment panel.
8. **Distrib. (Distribution) Type** – The Distribution Type field will not be used in the Average Cost Adjustment panel.

9. **Saving the Document** – After all the required fields have been entered, the Adjustment panel must be saved in order to update the average cost for the item. Click the **SAVE** icon to save the adjustment.

Note: There are no processes that need to run in order to update the average cost for the item.
Activity 8 – Create a Quantity-On-Hand Adjustment

Navigation Steps

**Menu:** Go ➔ Control Inventory ➔ Maintain Inventory

Use ➔ Adjustments

Business Unit 12345

Click on the green flashlight.

Select the Item ID 01-10020 (Rubber Bands, Assorted, ¼ LB)

Click OK

Enter Required Information in the Adjustment panel:

Transaction Date Defaults to Today’s Date
Adjustment Type Increase
Reason Select reason
Document Leave Blank
Distrib Type Choose type

Click on ChartField Overrides push button.

ChartFields:
- K-12
- Fund 01.0
- Res Prj. Yr 00000.0
- Goal 11100
- Function 10000
- Object 4310
- Sch/Loc 0100000
- Budget Period XX-YY

ChartFields:
- CCD
- Fund 01.0
- Res.Prj.Y 00000.0
- Categorical 00000
- Location 00000
- Object 4300
- Activity 0000000
- Budget Period XX-YY

Use for this exercise only. This will be different for each district.

Click OK

Quantity Adjusted 5

**RECORD THE ITEM NUMBER**

Save the panel by clicking on the SAVE icon.

Cancel out of the panel by clicking on the red X.
Activity 9 – Create a Return to Warehouse Adjustment

Navigation Steps

Menu: Go → Control Inventory → Maintain Inventory
Use → Adjustments

Business Unit 12345

Click on the green flashlight.

Select the Item ID TRAINXX (Select the item number from item activity #2)

Click OK

Enter Required Information in the Adjustment panel:

Transaction Date Defaults to Today’s Date
Adjustment Type Increase
Reason Code Select WRONG ITEM
Document Enter the Issue/Order No from the Express Issue Exercise
Distrib Type Select RETURN

Click on ChartField Overrides push button.

<table>
<thead>
<tr>
<th>ChartFields:</th>
<th>K-12</th>
<th>ChartFields:</th>
<th>CCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>01.0</td>
<td>Fund</td>
<td>01.0</td>
</tr>
<tr>
<td>Res Prj. Yr</td>
<td>00000.0</td>
<td>Res.Prj.Y</td>
<td>00000.0</td>
</tr>
<tr>
<td>Goal</td>
<td>11100</td>
<td>Categorical</td>
<td>00000</td>
</tr>
<tr>
<td>Function</td>
<td>10000</td>
<td>Location</td>
<td>00000</td>
</tr>
<tr>
<td>Object</td>
<td>4310</td>
<td>Object</td>
<td>4300</td>
</tr>
<tr>
<td>Sch/Loc</td>
<td>0100000</td>
<td>Activity</td>
<td>0000000</td>
</tr>
<tr>
<td>Budget Period</td>
<td>XX-YY</td>
<td>Budget Period</td>
<td>XX-YY</td>
</tr>
</tbody>
</table>

Click OK

Quantity Adjusted 1

RECORD THE ITEM NUMBER

To save the adjustment transaction, click on the SAVE icon.

Cancel out of the panel by clicking on the red X.

Navigate to the Adjustments Inquiry panel to view the adjustment. Please refer to the Adjustments Inquiry panel section of this manual for instructions to navigate to the panel.
Activity 10 – Average Cost Adjustment

Navigation Steps

**Menu:** Go ➔ Manage Costs ➔ Maintain Product Costs
Use ➔ Average Cost Adjustment

Business Unit 12345
Item ID (Enter the item from activity #2)

Click OK

Enter Information in the Average Cost Adjustment panel:

Adjustment Method Select the New Cost Radio Button
New Cost Enter a new cost for the item
Reason Code Select DT ERROR

Click on the ChartField Overrides panel

ChartFields: K-12 ChartFields: CCD
Fund 01.0 Fund 01.0
Res Prj. Yr 00000.0 Res.Prj.Y 00000.0
Goal 00000 Categorical 00000
Function 00000 Location 00000
Object 9320 Object 9320
Sch/Loc 0000000 Activity 0000000
Budget Period XX-YY Budget Period XX-YY

Click OK

Enter New Cost 1.70

**RECORD ITEM NUMBER**

Save the panel by clicking on the SAVE icon.

Cancel out of the panel by clicking on the red X.
Inquiry Panels

The following inquiry panels allows viewing the status of a Receiver, Stock Request, Adjustment, and Item.

Receipts Inquiry

This inquiry panel is used to check if a receiver has been interfaced to the Inventory Module. The status should change from Received to Moved.

NOTE: If a wrong quantity has been received due to data entry error and the item has been interfaced to the Inventory Module, an adjustment must be done in order to correct the error. The receipt cannot be cancelled once the status has changed from Received to Moved. Please refer to the adjustment section of the training material to learn how to do an inventory adjustment in PeopleSoft.

Navigating Steps

Menu: Go ➔ Administer Procurement ➔ Manage Shipments

Inquire ➔ Receipts ➔ Receipts (The pop-up menu below will appear.)

Select Business Unit (Training BU/District Number: 12345) and then enter the Receiver ID Number. Click the ‘OK’ button to go to the inquiry panel.
Notice that the status has changed from Received to Moved after the receipt and putaway processes have been completed.
Stock Request Inquiry

MSR districts can use this panel to track the stock order status and view stock request information at different processing stages.

Navigation Steps

**Menu:** Go → Control Inventory → Fulfill Stock Orders
Inquire → Stock Requests

The Required/Primary fields in Stock Requests panel are:

1. **Unit** – Enter Business Unit (Training BU #12345)

2. **Order No.** – Enter the Order/Issue number.

3. **Demand Source** – Use the default Demand Source. The system defaults to **IN** for inventory items.

4. **Item ID** – To view an individual item number, enter an item number, or click on the drop down arrow or press the **F4** function key on the keyboard and select an item number. Leave blank to view all items.

5. **Source Bus. Unit** – System default to Business Unit (Training BU #12345)

6. **Sched Ship Date Range** – Skip this field. This is not applicable.
7. **Select** – To view all items, select **ALL**.

8. **View Order Fulfillment button** – Click on the View Order Fulfillment button to display the order information.

The **Business Unit**, **Demand Source**, and **Source Bus Unit** are defaulted by the system. Enter the order number in the **Order No** then click the green flashlight button to retrieve the order.

This panel displays the shipping information, the **Status** of each order line—**Reserved**, **Picked/Confirmed**, **Shipped**, **Canceled**, and/or **Hold**—as well as whether the order is on backorder.

Per PeopleSoft instruction, a Reserved Date will always have N/A displayed for the date.

**Backorder Information**

For MSR districts that are using the backorder functionality, users will be able to see if the line item of the stock order has been placed on back order.

**Demand Line No** – Demand line number 2 of above indicates that this line item is a backorder. Non backorder demand line number is always 1.
Quantities (box) – This box shows the total requested quantity and system reserved quantity information. In the above screenshot, the original order was 15 dozens. Based on the availability of the item, this five dozen are on backorder (Demand Line No 2) and there is no reserved information. Demand Line No 2 of this item will be reserved and shipped after this item is restocked.

Backorder – If a check mark shows on this check box, it means this particular line item is a backorder created by PeopleSoft system.

Order Fulfillment Inquiry

This inquiry panel shows those posted inventory orders/items with item information, individual item cost, the total dollar amounts, and account strings charged. Inventory stock orders/items are posted the night of the scheduled delivery date. Backorder items are not posted and charged.

Navigation Steps

Menu:  Go ➔ Control Inventory ➔ Fulfill Stock Orders

Inquire ➔ Order Fulfillment Inquiry (The panel below will appear.)
Fulfillment History Inquiry

This panel will display transaction history of particular inventory items such as the Order Number, Status, Ship Date, Quantity Requested, Quantity Shipped, and the Ship Customer.

Navigation Steps

Menu:  Go Control Inventory Fulfill Stock Orders Inquire Fulfillment History

Select Business Unit (Training BU/District Number: 12345) and then enter the Item ID Number. Click the ‘OK’ button to go to the inquiry panel.
Adjustment Inquiry

To view and verify the adjustments, the user must go to the Adjustments Inquiry panel since there is no Update/Display capability for the adjustment.

The Inquire panel shows a summary of all the adjustments done to the item. It displays all of the transactions by Date, Type, Quantity, UOM, Document # (if applicable), Reason Code, and Distribution Type. For example, if the quantity of the item has been decreased or increased, it will indicate in the Type column that the item quantity has been decreased or increased.

Navigation Steps

Menu: Go ➔ Control Inventory ➔ Maintain Inventory ➔ Adjustments

Enter the Item ID – To choose an item that needs to be inquired, click the drop down arrow or press the F4 function key on the keyboard. Click ‘OK’ to go to the Inquire panel.
Average Cost Adjustment Inquiry

To view and verify the Average Cost Adjustment, the user must go to the Cost Adjustment Detail Inquiry panel since there is no Update/Display capability for the Average Cost Adjustment. The Average Cost Adjustment cannot be viewed until the accounting processes have completed.

Navigation Steps

Menu:  Go → Manage Cost → Reconcile Inventory → Inquire → Cost Adjustment Detail (The Update/Display pop-up menu below will appear.)

Enter Business Unit (Default Training BU#12345)

Enter Accounting Date – The Accounting Date is the transaction date for the adjustment. The date is entered in order to filter all of the Average Cost Adjustments. Click the ‘Search’ button to display a list of the queried transactions for a particular date. Choose the specified adjustment by highlighting and double clicking or by clicking the ‘OK’ button to go to the Inquiry panel.

NOTE: The transaction is not visible in the Inquiry panel until the Accounting Transaction Processes have run. They are run as nightly batch processes.
The Inquiry panel shows a summary of the adjustment done to the item. The panel displays the Adjustment Method, Base Quantity & Std (Standard) UOM, Current Average Cost, New Cost, Adjustment (the difference between the Current Average Cost & New Cost), Budget String, and Monetary Amount.
**Item Balance by Unit Inquiry Panel**

Use the Item Balance by Unit panel to display the item balances. Information can be viewed regarding the Quantity-on-Hand, Quantity Available, the Quantity Reserved, including historical information for an item.

**Navigation Steps**

**Menu:**  Go → Control Inventory → Maintain Inventory

**Inquire** → Item Balance by Unit (The panel below will appear.)

Enter **Business Unit** Default (Training BU#12345) and the **Item ID** or press the Search button to find the corresponding Item ID or press the drop down arrow or click on the **F4** function key to pick the Item ID. Click the ‘**OK’ button** to go to the Item Balance by Unit. (The panel on the next page will appear.)
This panel will only show the current quantities in the system. The Quantity-On-Hand, Quantity Available, and Quantity Reserved will be updated automatically after the Depletion Process has run.

For example, if an item has just been issued but not depleted, the quantity for the issue will be in the ‘Quantity Reserved’ column until the item is depleted. Once the item is depleted, the quantity will move from ‘Quantity Reserved’ to ‘Quantity-on-Hand.’

The Quantity-on-Hand = Quantity-on-Hand

The Quantity Available = Quantity-on-Hand – Quantity Reserved

Quantity Reserved = The quantity that has been issued/reserved, but not depleted.

**History Information box** – In the History Information box, it will show the Last Adjustment, Last Putaway, and Last Order Dates for the item.

**Detail button** – Press the Detail button to open the Item Balance by Location panel.
The Item Balance by Location panel is used to display the quantity of an item by Storage Location in an inventory business unit. Since Container and Bins are not currently supported by LACOE, the only Area location is ‘WHSE.’

**Return button** – Press the Return button to go back to Item Balance by Unit panel.
Transaction History Inquiry

PeopleSoft Inventory populates a single record to capture all inventory transactions, such as putaway, transfers, issues and shipments, adjustments, and physical accounting. This is a quick and easy method to view transaction history in a time-phased manner. Use the Transaction History panel to view the changes of the Quantity-on-Hand.

Navigation Steps

Menu:  Go ➔ Control Inventory ➔ Maintain Inventory ➔ Inquire ➔ Transaction History (The panel below will appear.)

Enter Business Unit: Default (Training BU #12345)
The required/informational fields in the Inquire panel are:

1. **Item ID** – Select the Item ID users want to inquire.

2. **Search Button** – Select the Search button to populate the Transaction History of the Item.

3. **Sort Group Box** – In the Sort group box, select how the information should be listed: by Date, Operator or Transaction Group.

4. **Top of List** button, **Bottom of List** button, **Previous Set of Data** button, and **Next Set of Data** button – The four arrow buttons and field at the bottom right corner of the screen provide navigation controls for the selected record set. For performance reasons, all of the records in the selected data set should not be worked with at once. Instead, enter the number of records to work with in the field. The default is 14; that is, when the Search button is first pressed for the search criteria, a maximum of 14 rows of data is returned. If the default is changed, click the Search button again to display the new subset.

   **NOTE:** For best performance, it is recommended to work with 25 or fewer records at a time.
Click the Top of List or Bottom of List buttons to go to the first or last record in the selected data set. Use the Previous Set of Data and Next Set of Data buttons to "page" through the data subset by subset. Use the scroll bar to scroll through the records in the current subset one by one.

5. **Tran Group** – This column shows what type of transactions occurred.

6. **Avail. (Available) Qty** – The Avail Qty column displays a running total of how all the transactions affected the item's availability.
Budget Inquiry – Site Access

Using the Budget Inquiry Panel

The Site Budget Inquiry panel is an on-line panel that provides the ability to view budget balance information including Current Budget, Pre-Encumbrances, Encumbrances, and Expenditures in real time. Drill down to view all detail transactions for a particular budget string.

Navigation Steps

Menu: Go → Control Inventory → Fulfill Stock Orders
Inquire → Budget Inquiry – Site Access

The budget string can now be entered in the ChartField section (Fund, Resource, Goal, Function, Object, Sch/Loc, and Budget Period). If you know the values, select the ChartFields for the particular budget on which you want to inquire. However, if you are not sure of the values, you can accept the default wildcard (%) to reference all possible values for that field in the budget you have selected. Using a combination of values and the wildcard, you can narrow your budget selections. Unless you attach a wildcard to the data entered in a ChartField, PeopleSoft assumes you want an exact match.

For example, Object "4%" will return all values for Objects that begin with a 4. If you do not specify a value in one of the ChartFields, the system assumes the "%" for that field, giving you all values for that ChartField.
To change the budget period, click the drop down arrow in the “Budget PD” field. When entering the panel for the first time, the current budget period should already be defaulted.

After entering the desired budget string and budget period, click the “Get Budgets” pushbutton. Clicking this button will populate the totals section and retrieve the specified budget detail information in the bottom rows of the panel.

The Totals section summarizes all of the budget strings that were populated in the budget detail information part of the panel. For ORG (Expense) budgets, the totals section displays the following information:

- **Current Budget** The total of the expenditure budget specified for all accounts displayed.
- **Pre-encumbered** Total pre-encumbrances or purchase requisitions outstanding.
- **Encumbered** Total encumbrances or purchase orders outstanding.
- **Expended** Total expenditures.
- **Balance** Remaining balance that is available for spending.
To print the summary screen as a Crystal Report, click the Print Crystal Report button. The following screen will appear.

Click the Printer icon to print this report. To export this Crystal report to Excel, refer to the section “Exporting Budget Data to Excel” in this manual.
Site Budget Inquiry – Detail

The budget detail information section lists all the pertaining budget strings specified in the ChartField section. Depending on the criteria used in the ChartField section, you may see one or several budget strings. For this example, the wild card functionality was used so the inquiry populated several budget strings.

Click the “Details” icon in the budget detail section (see prior page) for a particular budget string to view the detail transactions.

This will display all of the transactions that have affected that budget for the selected Budget Period. Each transaction is sorted by Transaction Date and each line is summarized based on transaction type. Expenditure items will show transaction types of Req (Requisition), PO (Purchase Order), AP Vchr (Voucher), IN Acctg (Inventory) and Jrnl Entry (Journal Entry) in the Type column. For each line, it will also show the transaction numbers associated to the type.

The data can be sorted by any other column by double clicking the desired column header. For example, to sort the data by Requisition number double click the “Req” column header. This will sort the data in ascending order by Requisition number. To sort the data in descending order, simply double click the “Req” column header a second time. This can be done with all the columns.

Note: Some districts use ChartField Security, an optional feature in PeopleSoft that limits the budgets that users have access to viewing. When this feature is enabled, users will only see the budget strings that they have been given access to by the district office.
To print the detail screen as a Crystal Report, click the Print Crystal Report button (see prior page). The following screen will appear.

Click the Printer icon to print this report. To export this Crystal report to Excel, refer to the next section “Exporting Budget Data to Excel” in this manual.
Click on the Export button. The following panel will appear. Make sure the Format and Destination fields are as shown below, and click OK.
The next panel will appear.

![Choose Export File dialog box]

Make sure the **Save in** box reflects your Client C drive (you can save it to any folder in your C drive). **Do not** select the desktop, as this would be Citrix’s desktop, and not yours. Click **Save**.

Locate the Excel file you just saved and open it in Microsoft Excel. For easier readability, users may want to format the Excel worksheet. The worksheet below has already been formatted.
Inventory Budget Check Process

Overview

The Budget Checking process (BCM) runs to check that the accounting strings used for issues, Quantity-on-Hand adjustments and Average Cost Adjustments are valid. This means that these accounting strings have previously been created in the Budget Ledger. It also checks that there is enough money in the fund to cover the transaction. Once the transactions pass Budget Check, the transacted amounts are posted in the Budget Ledger.

Inventory budget checking is not applicable for stocking transactions. The debit and credit accounting lines for a stocking transaction are 01.0-00000.0-00000-00000-9320-0000000 and nets to $0.00. The actual cost of a stocking transaction is recorded when the vendor invoice is paid in the accounts payable module. At that time, a debit to the inventory account string 01.0-00000.0-00000-00000-9320-0000000 and a credit to cash will be created.

It is recommended that districts check for Budget Check errors daily. There are two ways to check for Budget Check errors: 1) Use the Daily BCM Error Report (LAIN007S) in RAD. This report is generated by the system on a daily basis, if Budget Check errors exist. The LAIN007S report shows error account strings and the document ID (i.e. Order Number) associated with the string. 2) Use the Budget Control Exception Inquiry Panel to check for budget checking errors.

Transactions that fail the Budget Check process must be corrected immediately so these transactions can be included in the next inventory posting and interface to the General Ledger. Any inventory transaction, whether current or future, will not be posted or included in the inventory posting process if there are outstanding Budget Check errors from any day. These transactions cannot be posted to the General Ledger, nor will these appear on the Inventory reports.

The next few pages contain useful panels to inquire on budget checking errors and to make the necessary changes to the accounting string, if needed.
Budget Control Exceptions Panel

If the budget check fails, the budget string needs to be corrected. A daily BCM error report will be available to inform districts of all the inventory transactions BCM errors. The budget check errors can also be viewed on-line.

To check on-line for Budget Check Errors:

Navigation Steps

Menu:  Go —— Manage Costs —— Reconcile Inventory
       Use —— Budget Control Exceptions (The panel below will appear.)

The required/primary fields in the Budget Control Exceptions panel are:

1. **Search Button** – Press the Search button to see the list of all the budget check errors. Click to highlight a line to see the budget check error message.

2. **‘OK’ Button** – Press the ‘OK’ button to see the budget check error message. It is important to check daily for budget check errors because posting will be prevented for all the transactions unless all the budget strings have been corrected.
There are three different kinds of error messages. These are the error messages and how to correct them:

1. **Org Budget Data Not Found** – The accounting string has not been created in the Budget Ledger. Check to see if the correct string was used. If it is, inform Fiscal Services to create the string in the Budget Ledger.

2. **Insufficient Org Bud** – The accounting string exists in the Budget Ledger. However, the accounting string transaction amount is greater than the budget balance. Discuss with Fiscal Services for correction.

3. **Insufficient Appropriation** – There is not enough money, or budget, in the fund to cover the transaction. Inform Fiscal Services of the error message to determine the appropriate action.

If the accounting string needs to be changed, use the Error Correction panel to make the change.
Error Correction Panel

Navigation Steps – To correct Budget Check Errors

Menu: Go → Manage Costs → Reconcile Inventory → Process → Error Correction (The panel below will appear.)

The required/primary fields in the Error Correction panel are:

1. **Accounting Date Range** – Enter the accounting date range in the From/To fields. If the budget check errors are checked daily, the date range in the From/To fields should be the same. If a date range is not entered, all transactions that have not yet been posted via the journal generator will be displayed. It is important to know the accounting line number to be corrected because the document number is not shown in the Error Correction panel.

2. **Search Button** – Click the Search button to populate the panel.
3. **Correct Budget Strings K-12** – The Fund, Resource, Goal, Function, Object, Sch/Location, or Bgdtpd ChartFields can be updated to correct any errors. Community college districts can update the panel with the same description. The ChartFields represent Fund, Resource, Categorical, Location, Object and Activity. If the search has returned multiple transactions, use the vertical scroll bar to view all the available records. Transactions that do not contain errors will be grayed out and will not be editable.

4. **Saving the Correction(s)** – After all the correction(s) have been entered, the Error Correction panel must be saved. The inventory budget check process, which is run nightly, will check if the budget strings corrected are valid.

The last inventory process that runs after budget checking is inventory posting.
Miscellaneous

PeopleSoft Cheat Sheet

Citrix User Name: (Usually lastnameFirstname)

Citrix Password: “citrix” (in all lowercase letters.)

PeopleSoft Operator ID:

PeopleSoft Password:

For Help Call: Phone:

Or Call: Phone:

Or Email:

PeopleSoft Hotkeys

- F7 – Used to add additional account strings and additional lines.
- F8 – Used to delete account strings and lines.
- F4 – Used when in a field that has a list of selectable values. For example, Units of Measure and Category codes.
- % – The percent sign acts as a wildcard. It can be used when searching a field for a specific value. For example, if a user is searching for a vendor with the word “DEPOT” in the name, by typing in “%DEPOT”, PeopleSoft will show all vendors with the letters “DEPOT” in the name.
Logging into PeopleSoft

Open your web browser and type in quartz.lacoe.edu into the web address section to be transferred to the Citrix login webpage below.

**Citrix User name:**  Usually it’s LastName FirstName (not case sensitive)  
**Password:**  “citrix” (in all lowercase letters)

**NOTE:**  PC Users can only use Internet Explorer or Mozilla Firefox web browser. Mac users can only use Mozilla Firefox.

After typing in your Citrix username and password, click Log In.
The following screen will appear. Click on the **PeopleSoft_763** icon.

Now log into PeopleSoft with the PeopleSoft Operator ID and Password.
If the login is successful, a gray PeopleSoft window will appear like the screenshot below.
PeopleSoftTips

Favorites – Menu
PeopleSoft has a menu called “Favorites” that acts a lot like bookmarking a webpage in a web browser. After going into a screen via the regular navigation, users can click on the Favorites menu, then click “Add to Favorites” to add that panel to the Favorites Menu. From then on, users can access that panel simply by clicking Favorites, and selecting the panel name. Below is what the menu looks like after adding several panels.

Recent – Menu
At the bottom of the “Go” Menu is the “Recent” tab. Under the Recent tab is the last 10 screens the user was in during the current PeopleSoft session. Users can use the Recent menu to quickly navigate back to a screen they were in recently.
PeopleSoft Citrix File Security

PeopleSoft Citrix File Security must be set to “Full Access” in order for users to attach files in PeopleSoft. This step only needs to be checked the first time. First, log in to PeopleSoft. Then follow the instructions below based on your Operating System.

Windows 7 Users:
In the bottom right corner of your desktop, find the Citrix Connection Center icon, by clicking the Up Arrow to show the program icons. Double Click the icon.

The Citrix Connection Center window will open. Make sure Session Security is set to “Full Access.”
**Windows 8 Users:**
Go to the Task Bar at the bottom right corner of the desktop and look for the Citrix Receiver icon (black with rounded lines); right-mouse click and choose “About”.

Click “Advanced” and choose “Connection Center”.

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**Citrix Receiver Icon**

![Citrix Receiver Icon](image_url)
In the Connection Center, go to the File Security and change the option to Full Access; click Close.
**Windows XP Users:**
In the bottom right corner of your desktop, find the Program Neighborhood Connection Center icon (gray box with a red circle). Double Click the icon.

The following screen will appear. Click on File Security and make sure the settings are “Full Access” and “Never ask me again.”
**Mac Users:**
Find the Citrix online plug-in on the menu bar (top left corner). Click the Citrix online plug-in and choose Preferences.

In the preferences screen, click the Devices tab. Change the Read/Write option for “/Users/Computer Name (C:)” to Always.