

PeopleSoft Training Activity Sheet

IN1: INVENTORY

For use in training. Last updated February 26, 2016.

Activity 1: Find Existing Orders

Directions: Find these Inventory orders in the training database at District 02000. Answer the questions for each. Navigate to **Main Menu > Inventory > Fulfill Stock Orders > Review Fulfillment Information > Fulfillment Status.**

Order Nos	Questions		
0000017421	Fulfillment status?	How many line items in this order?	Location? Qty?
0000016481	Fulfillment status?	How many depleted items?	What is the unfulfilled item?
0000014079	Fulfillment status?	How many shipping IDs? Why?	What does it mean if there is a demand 2 line?
0000012394	Fulfillment status?	Shipping ID?	What does it mean if there is a Shipping ID?

Have extra time?

- How many orders that are still at the unfulfilled status? _____
- How many orders were placed by location 000000130 in December 2015? _____

Activity 2: Stores Order Fulfillment

Scenario: You will need to fulfill stores orders. Your instructor will provide the Order Number(s):

- 1) _____ 2) _____

Directions:

- Print a Pick Plan. Write down the Pick Batch ID: 1) _____ 2) _____
- Process & confirm pick plan.
- Print a Packing Slip.

Activity 3: Update Stock Requisition

Directions: You will update the location and schedule date of an order. Change Location code to 000000130 Fletcher Middle and today's date. Your instructor will provide the Order Number: _____.

Activity 4: Return Items from Site

Scenario: You will return items from site to the warehouse. Use the Order number(s) in Activity 2.

Directions:

1. Enter an RMA. Write down the RMA number: _____
2. Receive the RMA. Write down the Receipt Number: _____

Do you have extra time? Print the RMA report.

Activity 5: Find Existing Items

Directions: Find these Inventory items in the training database at District 020. Answer the questions for each.

Navigation: **Main Menu > Items > Define Items and Attributes > Define Item.**

Item IDs	Questions		
00005535	Item status? Current Status Date?	What is the Category Code? Family?	What is the UOM? Standard price?
00000600	Item status? Current Status Date?	What is the last PO price? How many supplier attached to this item?	What is the active Supplier's Item UOM? Supplier Price?
00090044	Item status? Current Status Date?	What is the assigned Business unit?	Is the item setup with replenishment?
00009172	Item status? Current Status Date?	What is the fixed picking location?	CHALLENGE: What is the Putaway Location?

Have extra time?

1. How many items have "Envelope" as part of the description? _____
2. How many items are there in the Audio Visual Family? _____

Activity 6: Add an Item ID

Directions: You will create **three** item IDs. Use the information in the table below. Your instructor will assign item IDs to use. Write down the item IDs: _____.

Common Link	Purchasing Item Attributes
<input type="checkbox"/> Description: PAINT TEMPERA, 16 oz, (your favorite color) <input type="checkbox"/> UOM: BO <input type="checkbox"/> Default Category: 60120000 <input type="checkbox"/> Physical Nature: Goods <input type="checkbox"/> Family: 1 <input type="checkbox"/> Cost Profile: Supplies	<input type="checkbox"/> Standard Price: 1.25
	Item Supplier
	<input type="checkbox"/> Supplier ID: 1107

1. Add an item in the SetID level.
2. Assign item to Business Unit 02000. Set up Item Replenishment. Minimum of 0 quantity and maximum of 50 qty. Your instructor will provide a Replenish Class to use: _____. *Note: For training purposes, the family used is different from replenish class.*
3. Define Default Putaway Location. Use this storage location: **GEN C 01 D**
4. Assign a Fixed Picking Location. Use the same storage location in #3.

Activity 7: Update an Item

Directions:

Modify the description and price on the item IDs you created in Activity 6.

For one item ID, change the Putaway and Fixed Picking Location to **GEN C 01 C**

Activity 8: Replenishment Requests

Directions: You will replenish the items you created in Activity 6.

1. Create Replenishment Request. Use the Replenish class in Activity 6.
2. Manage Replenishment. Search for your item IDs. Write down the replenish ID assigned by the system: ____.
3. Load Requisition.
4. Budget Check a Requisition. Write down the Requisition number: _____.
5. PO Auto Sourcing. In the PO reference field, use Inventory Replenishment – BUYXXX (where XXX is your login number.)
6. Budget Check and Dispatch PO. Write down the PO ID: _____.
7. Create an Inventory PO Receipt. Write down the Receipt Number: _____.