

PeopleSoft Training Activity Sheet

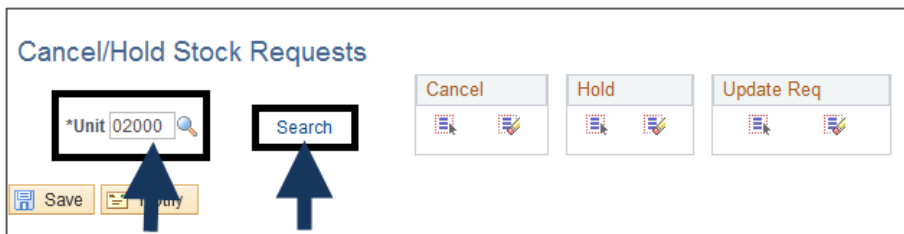
YEIN: YEAR END INVENTORY (FIN)

For use in training. Last updated April 3, 2018.

Activity 1: Cancel Stock Request

Directions: Navigate to **Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Cancel/Hold Stock Requests**. These steps can be found in the IN1 Inventory guide in “Cancel Stock Requisitions” section.

1. Navigate to **Main Menu > Inventory > Fulfill Stock Orders > Stock Requests > Cancel/Hold Stock Requests**.
2. Enter or select a warehouse number in the **Unit** field if necessary other than the default. Click the **Search** link.



3. Use one or more of the following fields to narrow down search of stock requests or leave these fields blank.

Stock Request Cancel/Hold Order Selection

Demand Source

Source Bus Unit

Order No

Additional Search Criteria

Item ID

Ship To

Location

Sched Ship Date Range

Return To Vendor (Supplier) ID

*Select

Line Number From Line Number To

OK

- **Demand Source:** Select *Purchasing Requisition*.
- **Source Bus Unit:** Enter your warehouse number.
- **Order No:** Enter Requisition number, if desired. Note: If searching with this field, enter the Demand Source and Source Bus Unit first.
- **Item ID:** Enter or select the Item ID, if desired.
- **Location:** Enter or select a location code.
- **Sched Ship Date Range:** Enter a date range.

- Click **OK**.
- The page displays information based on the search parameters entered. Click on the **Details** link to see the item details on this order waiting to be released or canceled.

Cancel/Hold Stock Requests

*Unit 02000

Select Lines to Cancel/Hold Personalize | Find | View All | First 1-10 of 37 Last

Source	Src BU	Order No	Details	Cancel	Hold	Update Req	Hold Code
1 PR	02000	0000000344	Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 PR	02000	0000000513	Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 PR	02000	0000000542	Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Review the demand line(s) in this order.
 - To cancel specific demand lines, select the **Cancel** checkbox.
 - To cancel all demand lines in this order, click the **Select All Cancel** icon.
- Click **OK**.

Order Details

Unit 02000 Src BU 02000

Source PR Order No 0000000344

Demand Details Find | View All First 1 of 1 Last

Order Line 3 Location 0000000250
 Schedule 1001 Sched Date 08/04/2014
 Demand Line 1 Qty Req 30.0000 BX
 Qty Alloc:
 Item ID 00001032 GLUE WHITE 8 OZ DRIES CLEAR N-

Cancel Update Req Hold State Released Priority 999 Hold Code

- Verify that the **Cancel** option is selected.

Select Lines to Cancel/Hold Personalize | Find | View All | First 1-10 of 37 Last

Source	Src BU	Order No	Details	Cancel	Hold	Update Req	Hold Code
1 PR	02000	0000000344	Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 PR	02000	0000000513	Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Click **Save**.

9 PR	02000	0000000
10 PR	02000	0000000

Activity 2: Close Requisitions

Directions: Navigate to **Main Menu > Purchasing > Requisitions > Requester's Workbench**. These steps can be found in the IN1 Inventory guide in "Close Requisitions" section.

1. Navigate to **Main Menu > Purchasing > Requisitions > Requester's Workbench**.
2. On the **Find an Existing Value** tab, the **Business Unit** field defaults to your district number. Click **Search**.

Requester's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = 02000

WorkBench ID: begins with

Description: begins with

Case Sensitive

Search Basic Search Save Search Criteria

3. This takes you to the **Requester's Workbench Filter Options** page. A **WorkBench ID** has been created for you. It will be the same as your district number.

Requester's Workbench

Filter Options

Business Unit 02000 WorkBench ID 02000

Description Close Requisitions

Enter search criteria and click on Search. Leave blank for all values.

4. In the **Search Criteria** area, enter the values as needed. In this example, requisition dates are entered.

Search Criteria

Requisition To

Requisition Name

Req Date 07/01/2014 Until 12/31/2014

Activity Date To

Due Date To

Supplier ID

- At the lower portion of the page, select the following options to retrieve requisitions that were partially or fully sourced and still have remaining pre-encumbrance. Narrow down your search by entering Chartfield values, as desired.

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields Personalize | Find | View All | [Grid Icon] | [Calendar Icon] First 1 of 1 Last

ChartFields [Menu Icon]

GL Unit	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	Affiliate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Return to Requester's Workbench

Notify Refresh

- Sourcing:** Select *Partially or Fully Sourced*.
- Encumbrance:** Select *Open Pre-encumbrance*.
- Chartfields tab:** Optional. Enter your district number in the **GL Unit** field. Enter values in the desired chartfields to use.

- Click **Search**.

- In the List of Requisitions table, click the **View All** link to display more than one requisition.

Requester's Workbench

Business Unit 02000 WorkBench ID 02000

*Description

Select Reqs for Further Processing

List of Requisitions Personalize | Find | **View All** | [Grid Icon] | Download First 1 of 41 Last

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000000044		Approved	N	Valid	07/01/2014	07/07/2014	...		

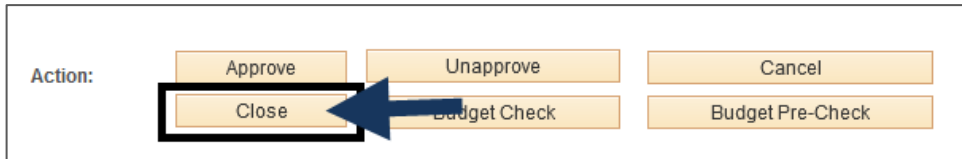
Select All Clear All

- Select one or more Requisition to close.

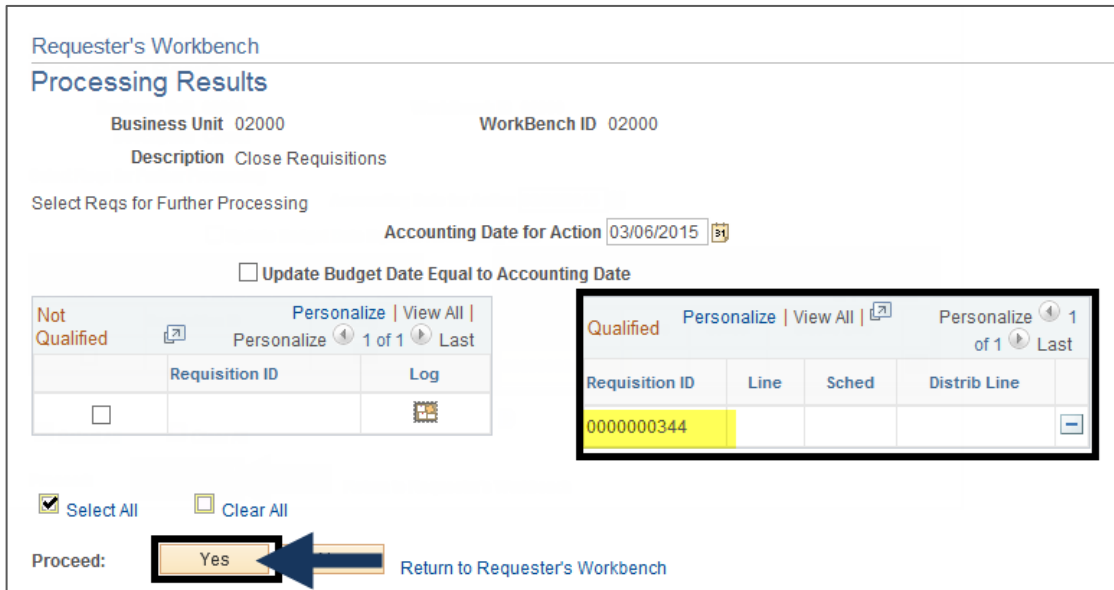
List of Requisitions Personalize | Find | View 1 | [Grid Icon] | Download First 1-41 of 41 Last

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000000044		Approved	N	Valid	07/01/2014	07/07/2014	...		
<input checked="" type="checkbox"/> 0000000344		Approved	N	Valid	07/17/2014	07/17/2014	...		
<input type="checkbox"/> 0000000513		Approved	N	Valid	07/29/2014	07/29/2014	...		

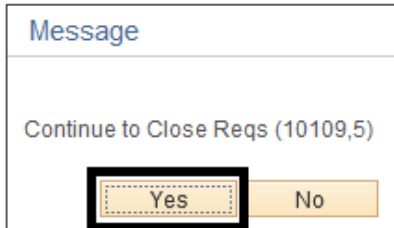
9. In the Action area, click **Close**.



10. On the **Processing Results** page, the **Requisition ID** should display in the **Qualified** group box. Click **Yes**.



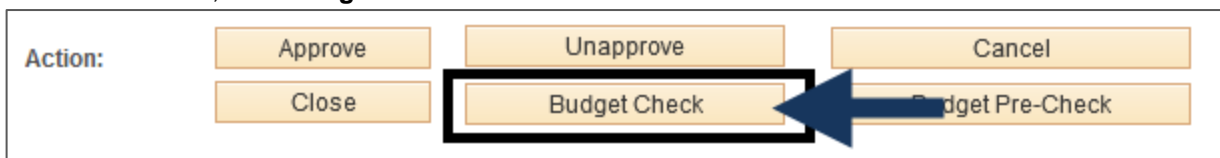
11. Click **Yes** on this message: "Continue to Close Reqs (10109,5)"



12. You will go back to the **Requester's Workbench** where you selected the **Requisition ID** for further processing. Verify that the Requisition Status shows as *Complete* and Budget Status is *Not Chk'd*.

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/> 0000000044		Approved	N	Valid	07/01/2014	07/07/2014	Requester's name		
<input checked="" type="checkbox"/> 0000000344		Complete	N	Not Chk'd	07/17/2014	03/26/2015	Requester's name		
<input type="checkbox"/> 0000000513		Approved	N	Valid	07/29/2014	07/29/2014	Requester's name		

13. In the Action area, click **Budget Check**.



14. On the **Processing Results** page, the **Requisition ID** is still under the *Qualified* group box. Click on **Yes**.

Accounting Date for Action 03/06/2015

Not Qualified Personalize | View All | Personalize 1 of 1 Last

Requisition ID	Log

Qualified Personalize | View All | Personalize 1 of 1 Last

Requisition ID	Line	Sched	Distrib Line
0000000344			

Proceed: Yes No [Return to Requester's Workbench](#)

15. Click **Yes** on this message: "Continue to Budget Check Reqs. (10109,50)"

Message

Continue to Budget Check Reqs. (10109,50)

Yes
No

16. You will go back to the **Requester's Workbench** page, where you selected the Requisition ID for further processing. Verify at the **Budget Status** shows as *Valid*. Then, click on the **Requisition ID** link to access the Requisition Inquiry page.

List of Requisitions										
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines	
<input type="checkbox"/> 0000000044		Approved	N		07/01/2014	07/07/2014				
<input checked="" type="checkbox"/> 0000000344		Complete	N	Valid	07/17/2014	03/06/2015				
<input type="checkbox"/> 0000000558		Approved	N	Valid	07/29/2014	07/29/2014				

17. Another tab will display. On the **Requisition Inquiry** page, click on the **Requisition ID** link.

Requisitions

Req Inquiry Personalize | Find | View All | First 1 of 1 Last

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
02000	0000000344	0000000344	Approved		07/17/2014	410.41 USD

18. In the **Requisition Details** window, verify the **Pre-Encumbrance Balance** shows as 0.00.

Requisition Details

Business Unit 02000 Req ID 0000000344

Requester

Requisition Date 07/17/2014

Req Status Approved

Merchandise Amount	410.41 USD
Pre-Encumbrance Balance	0.00 USD