

Warehouse Issue Report
Created on 3/18/2010 3:45:00 PM

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Warehouse Issue Report

Warehouse Issue Report Overview

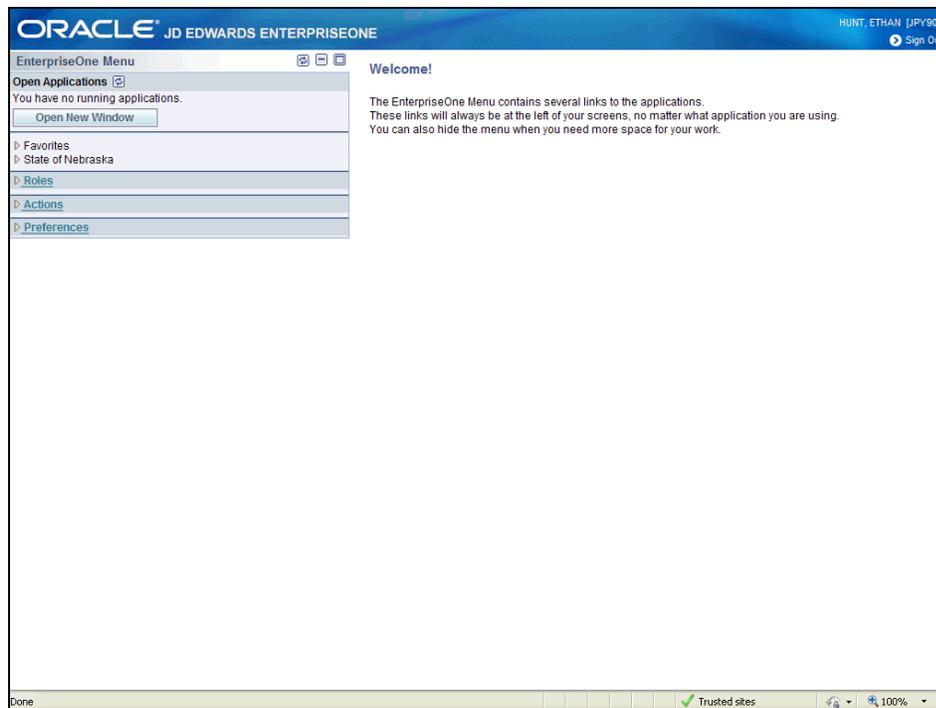
In order to distribute cost to using locations or departments receiving items purchased from a central business unit, run the Warehouse Issue Report in CSV format. By subtotaling the data as shown in this work instruction, a journal entry can be prepared to allocate the costs to the correct BU and Object for the month or more frequent time period.

The process described below produces a single report in two formats, Adobe (PDF) and Excel (CSV). For this process to work correctly, the user must have previously entered data in the Transaction Explanation field that uniquely describes the various distribution locations as part of the issue process. The report is sorted based upon data in this field.

Create a Warehouse Issue Report Lesson

Procedure

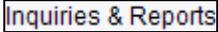
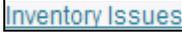
In this lesson you will learn how to create a warehouse issue report.

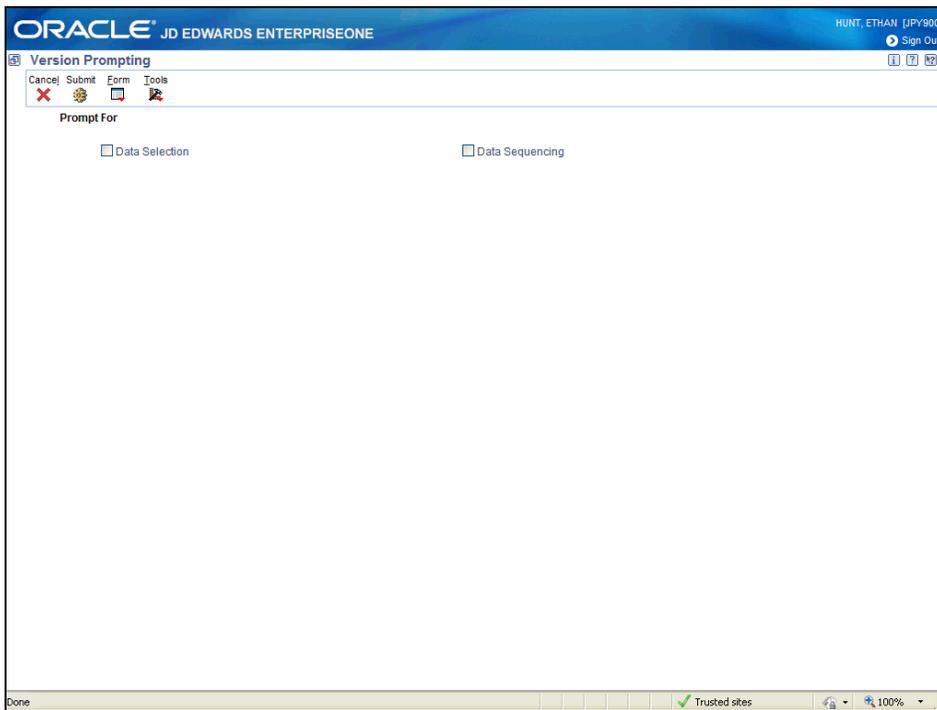


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Inventory link. Inventory

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Warehouse Issue Report

Step	Action
3.	Click the Inquiries & Reports link. 
4.	Click the Inventory Reports link. 
5.	Click the Transaction Reports link. 
6.	Click the Inventory Issues link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Data Sequencing option. 
9.	Click the Submit button. 

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4111) (DCT) [BC]	is equal to	"11"
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

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Step	Action
10.	In the second row click the Left Operand list.

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4111) (DCT) [BC]	is equal to	"11"
<input type="checkbox"/> And	<ul style="list-style-type: none"> 2nd Item Number (F4101) (LITM) [BC] 2nd Item Number (F4111) (LITM) [BC] 3rd Item Number (F4101) (AITM) [BC] ARRA (F0006) (RP21) [BC] Address Number (F4111) (AN8) [BC] Agency Division (F0006) (RP10) [BC] Agency Number (F0006) (RP01) [BC] Agency Subprogram (F0006) (RP09) [BC] Agency Use - 07 (F0006) (RP07) [BC] Agency Use - 14 (F0006) (RP14) [BC] Agency Use - 25 (F0006) (RP25) [BC] Agency Use-12 (F0006) (RP12) [BC] Agency Use-13 (F0006) (RP13) [BC] Agency Use-16 (F0006) (RP16) [BC] Agency Use-17 (F0006) (RP17) [BC] Agency Use-18 (F0006) (RP18) [BC] Amount - Extended CostPrice (F4111) (PAID) [BC] Amount - Unit Cost (F4111) (UNCOS) [BC] As Of Posted Code (F4111) (PCD) [BC] Batch Number (F4111) (ICU) [BC] Budget Division (F0006) (RP05) [BC] Budget Division (F0006) (RP22) [BC] Budget-FT (F0006) (RP15) [BC] Business Unit (F0006) (MCU) [BC] Business Unit (F4111) (MCU) [BC] CAFR Function (F0006) (RP02) [BC] CAFR Fund (F0006) (RP03) [BC] CFDA (F0006) (RP24) [BC] Category - G/L (F4101) (GLPT) [BC] Category - G/L (F4111) (GLPT) [BC] 		

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4111) (DCT) [BC]	is equal to	"11"
<input type="checkbox"/> And	Business Unit (F4111) (MCU) [BC]	is equal to	

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Advanced

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Step	Action
13.	Click the is equal to list item. is equal to

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4111) (DCT) [BC]	is equal to	"11"
<input type="checkbox"/> And	Business Unit (F4111) (MCU) [BC]	is equal to	

Add Row

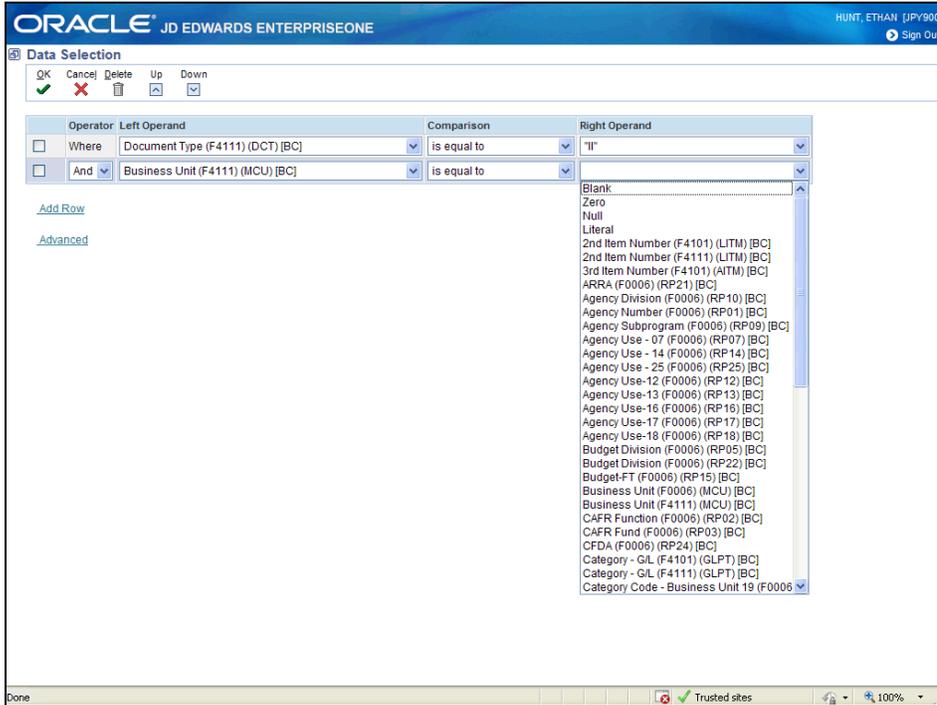
Advanced

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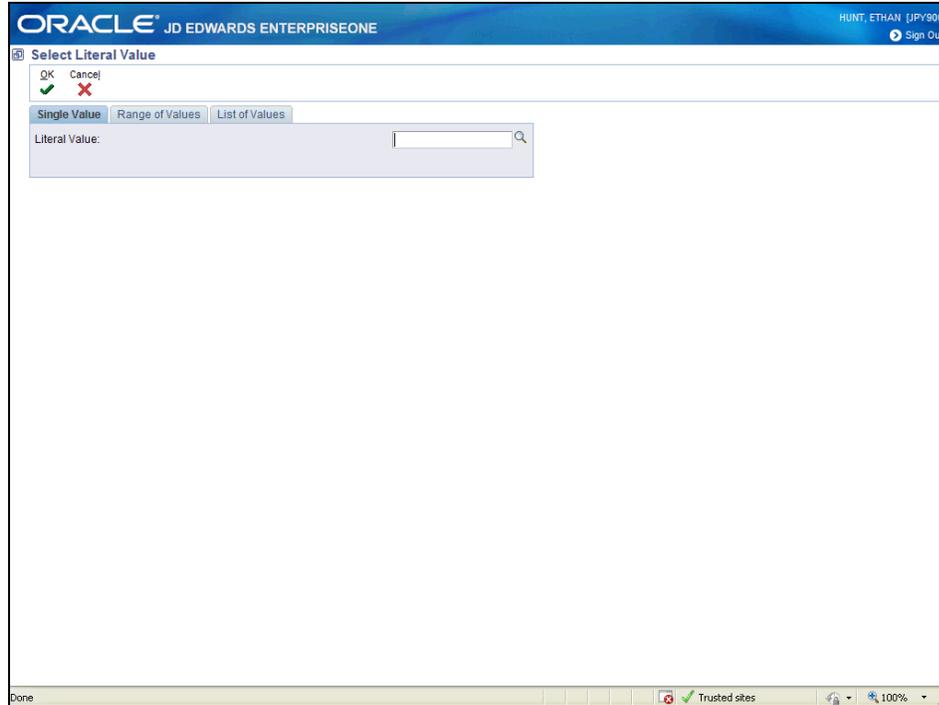
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Step	Action
14.	Click the Right Operand list. <div style="border: 1px solid black; width: 300px; height: 20px; margin-top: 5px;"></div>



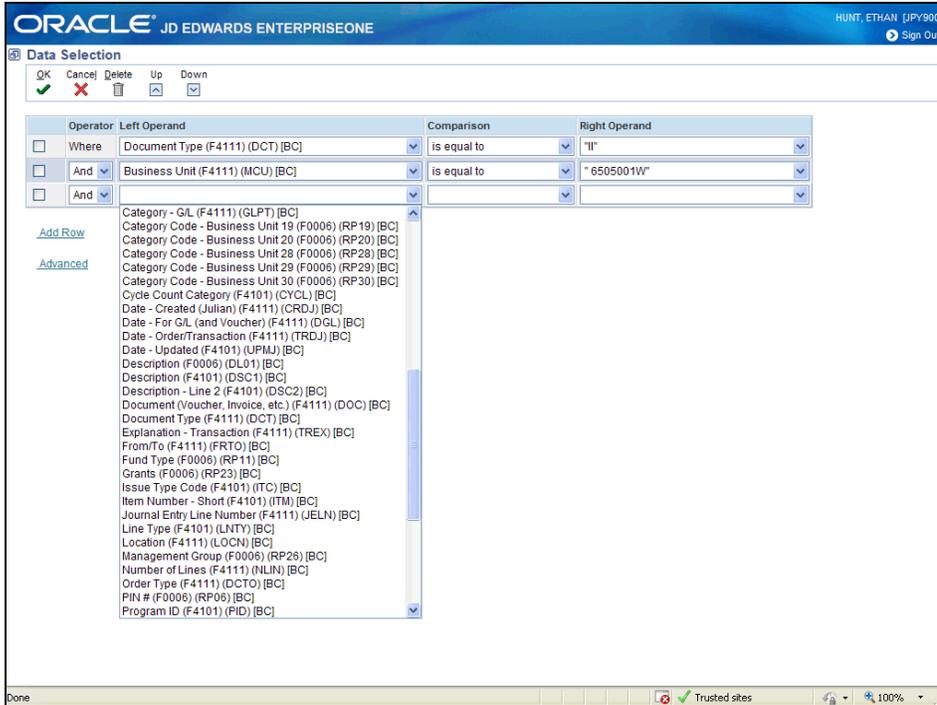
Step	Action
15.	Click the Literal list item. <div style="border: 1px solid black; width: 280px; height: 20px; margin-top: 5px; padding: 2px;">Literal</div>



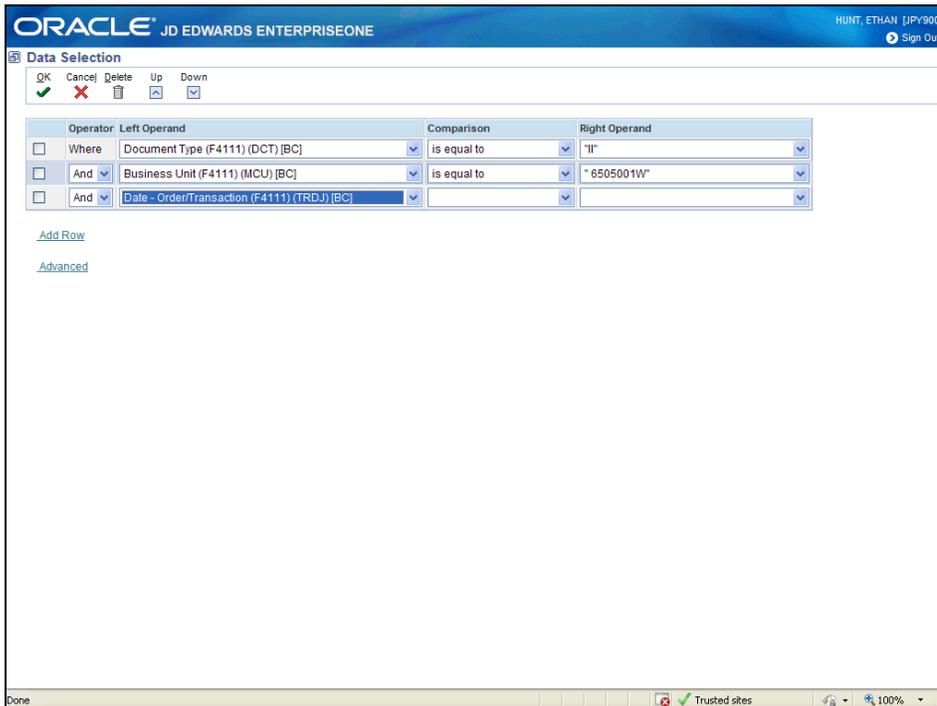
Step	Action
16.	Enter the branch plant number into the Literal Value: field.
17.	Click the OK button. 
18.	In the third row click the Left Operand list.

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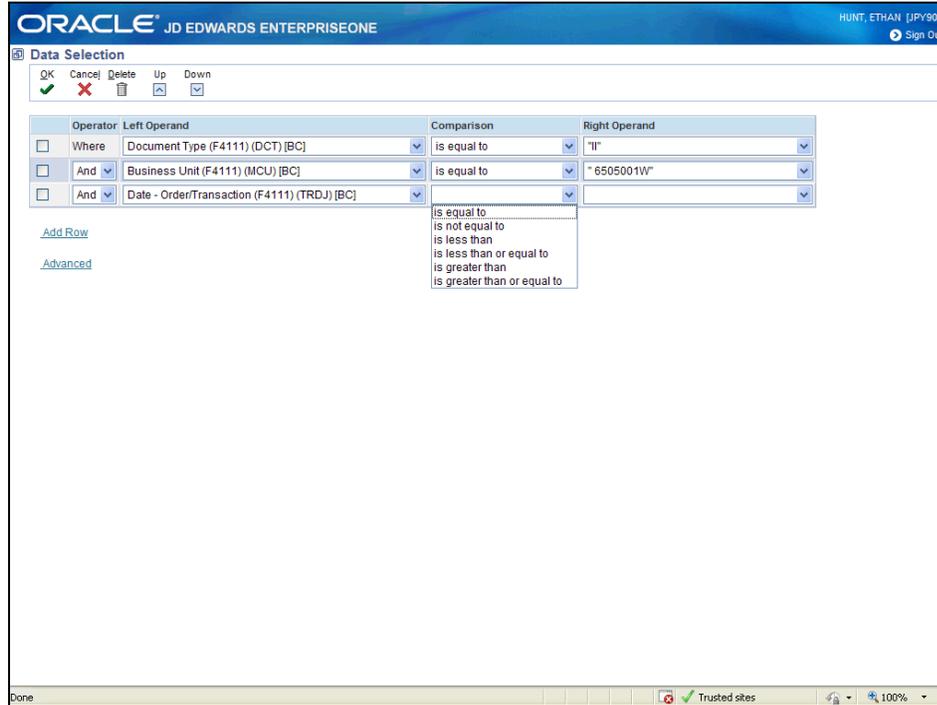
Warehouse Issue Report



Step	Action
19.	Click the Date - Order/Transaction (F4111) (TRDJ) [BC] list item. <input type="text" value="Date - Order/Transaction (F4111) (TRDJ) [BC]"/>



Step	Action
20.	Click the Comparison list. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-end;"> ▼ </div>



Step	Action
21.	Click the is equal to list item. <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: flex-start;"> is equal to </div>

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Warehouse Issue Report



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document Type (F4111) (DCT) [BC]	is equal to	"I"
<input type="checkbox"/>	And Business Unit (F4111) (MCU) [BC]	is equal to	*6505001W
<input type="checkbox"/>	And Date - Order/Transaction (F4111) (TRDJ) [BC]	is equal to	

Add Row

Advanced

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Step	Action
22.	Click the Right Operand list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

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Data Selection

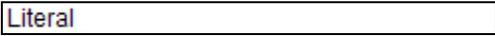
OK Cancel Delete Up Down

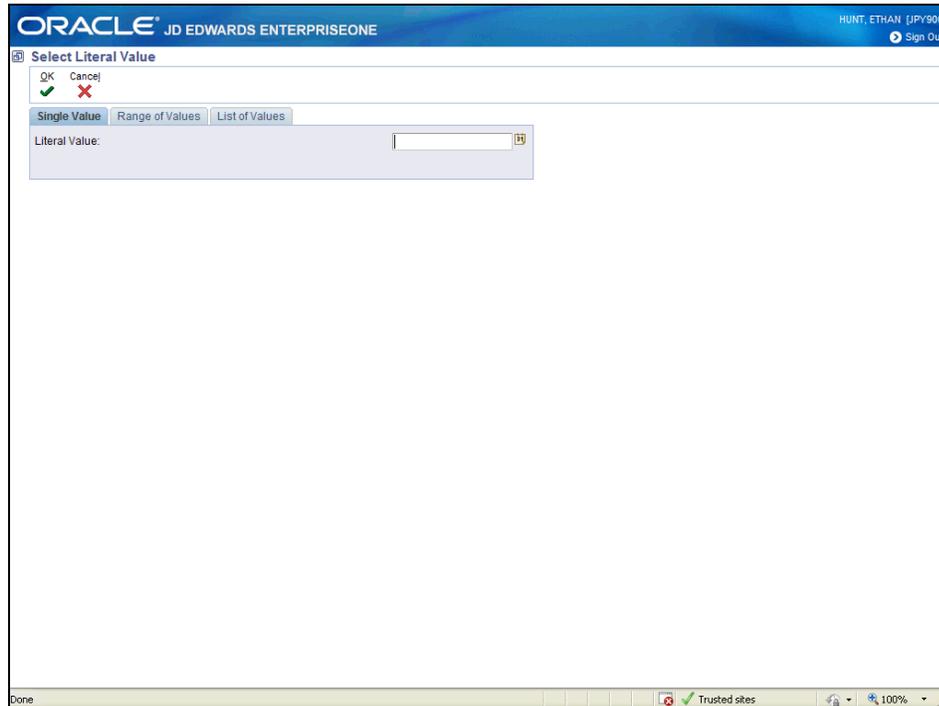
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document Type (F4111) (DCT) [BC]	is equal to	"I"
<input type="checkbox"/>	And Business Unit (F4111) (MCU) [BC]	is equal to	*6505001W
<input type="checkbox"/>	And Date - Order/Transaction (F4111) (TRDJ) [BC]	is equal to	<ul style="list-style-type: none"> Null Date Literal Date - Created (Julian) (F4111) (CRDJ) [BC] Date - For GL (and Voucher) (F4111) (DGL) [I] Date - Order/Transaction (F4111) (TRDJ) [BC] Date - Updated (F4101) (UPMJ) [BC] Date Today [SL]

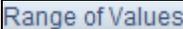
Add Row

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Step	Action
23.	Click the Literal list item. 

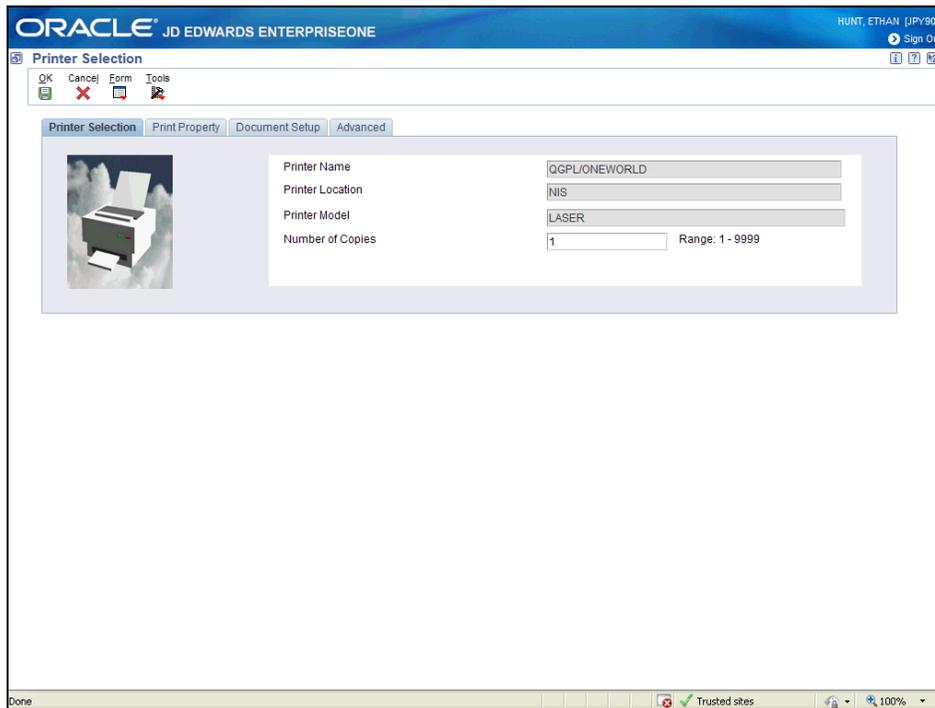


Step	Action
24.	Click the Range of Values tab. 
25.	Enter the beginning date into the Literal Value From: field.
26.	Click in the Literal Value To: field. 
27.	Enter the ending date into the Literal Value To: field.
28.	Click the OK button. 
29.	Click the OK button. 
30.	Click the Show Available Columns. link. 
31.	In the left column click the Document Number option. 

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Step	Action
32.	In the left column click the Explanation option. 
33.	Click the Add button. 
34.	In the right column click the Explanation option. 
35.	Click the Up button until Explanation moves to the top of the column. 
36.	Click the Document Number option in the right column. 
37.	Click the Up button until Document Number is the 2nd highest item in the column. 
38.	Click the OK button. 



Step	Action
39.	Click the Document Setup tab. 

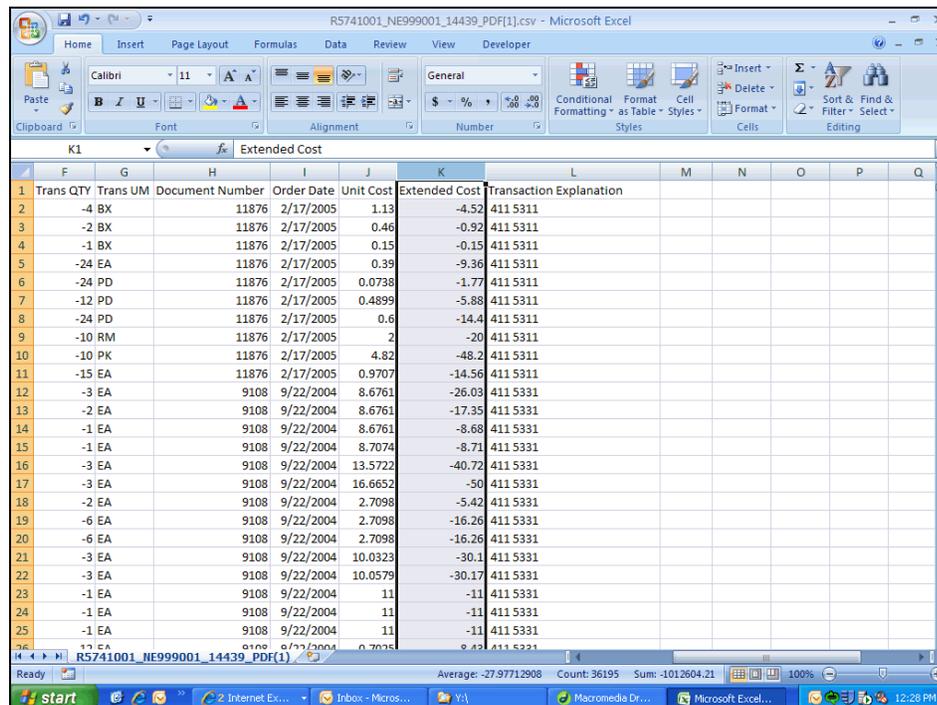
Step	Action
40.	Click the CSV(Comma Delimited) option. 
41.	Click the OK button. 
42.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.

Add Subtotals by Location Lesson

Procedure

This lesson will show you the steps to take to add subtotals by location after you have opened the report in CSV format.

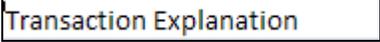
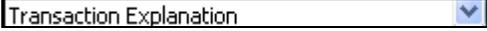
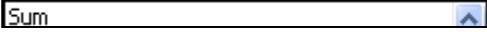
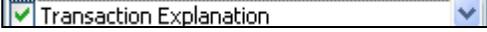
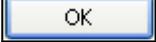
Step	Action
1.	Adjust column widths and delete empty columns or add header text to each column so the Subtotals function will work correctly.



Transaction	QTY	Trans UM	Document Number	Order Date	Unit Cost	Extended Cost	Transaction Explanation
-4	BX		11876	2/17/2005	1.13	-4.52	411 5311
-2	BX		11876	2/17/2005	0.46	-0.92	411 5311
-1	BX		11876	2/17/2005	0.15	-0.15	411 5311
-24	EA		11876	2/17/2005	0.39	-9.36	411 5311
-24	PD		11876	2/17/2005	0.0738	-1.77	411 5311
-12	PD		11876	2/17/2005	0.4899	-5.88	411 5311
-24	PD		11876	2/17/2005	0.6	-14.4	411 5311
-10	RM		11876	2/17/2005	2	-20	411 5311
-10	PK		11876	2/17/2005	4.82	-48.2	411 5311
-15	EA		11876	2/17/2005	0.9707	-14.56	411 5311
-3	EA		9108	9/22/2004	8.6761	-26.03	411 5331
-2	EA		9108	9/22/2004	8.6761	-17.35	411 5331
-1	EA		9108	9/22/2004	8.6761	-8.68	411 5331
-1	EA		9108	9/22/2004	8.7074	-8.71	411 5331
-3	EA		9108	9/22/2004	13.5722	-40.72	411 5331
-3	EA		9108	9/22/2004	16.6652	-50	411 5331
-2	EA		9108	9/22/2004	2.7098	-5.42	411 5331
-6	EA		9108	9/22/2004	2.7098	-16.26	411 5331
-6	EA		9108	9/22/2004	2.7098	-16.26	411 5331
-3	EA		9108	9/22/2004	10.0323	-30.1	411 5331
-3	EA		9108	9/22/2004	10.0579	-30.17	411 5331
-1	EA		9108	9/22/2004	11	-11	411 5331
-1	EA		9108	9/22/2004	11	-11	411 5331
-1	EA		9108	9/22/2004	11	-11	411 5331
-1	EA		9108	9/22/2004	11	-11	411 5331

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Step	Action
2.	To add automated Subtotals by location (Transaction Explanation), select a cell in the Transaction Explanation column. 
3.	Click the Data tab. 
4.	Click the Subtotal button.
5.	Click the At each change in: list. 
6.	Click the Transaction Explanation list item. 
7.	Click the Use function: list. 
8.	Click the Sum list item. 
9.	Click the Extended Cost option. 
10.	Click the Transaction Explanation option. 
11.	Click the OK button. 
12.	You have successfully completed this lesson. End of Procedure.