

## **Creating a Warehouse Issue Report in PDF and Excel Formats**

### **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.

This work instruction shows how to:

[Create a Warehouse Issue Report](#)

[Add Subtotals by Location](#)

### **NIS Policies**

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

### **Navigation**

Click Roles, Inventory.

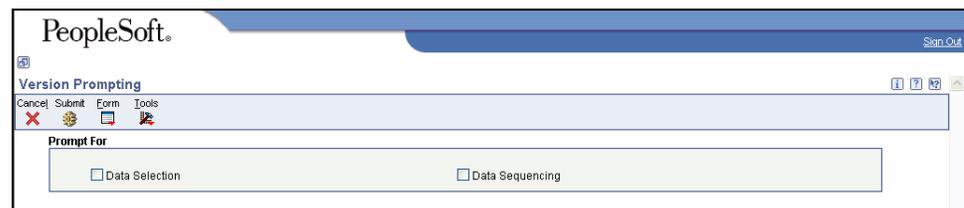
(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Reports > Transactions > Inventory Issues

### **Steps**

#### **Create a Warehouse Issue Report**

Start this instruction from the Item Data Selection window.



1. Choose both **Data Selection** and **Data Sequencing** by placing a checkmark to the left of each.
2. Click **Submit**. The Data Selection window appears.

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

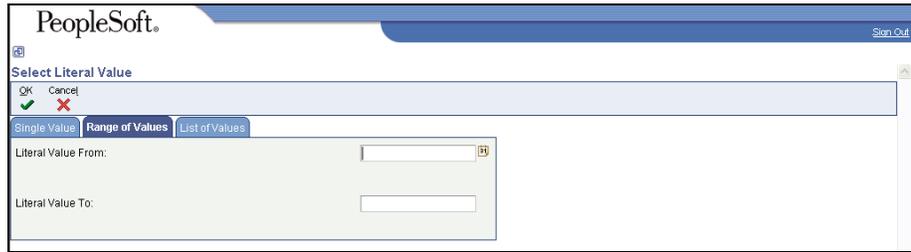
3. In the second row, complete the following:
  - Operator: And
  - Left Operand: Business Unit (F4111) [BC]
  - Comparison: Is equal to
4. In the second row, click **Right Operand, Literal**. The Select Literal Value window appears.

5. Enter the **Branch/Plant (Warehouse)** that you want to print in the Literal Value: field.
-  In this example issue information is selected for Warehouse 2511002W for transactions in the month of October
6. Click **OK** to return to the Data Selection window.

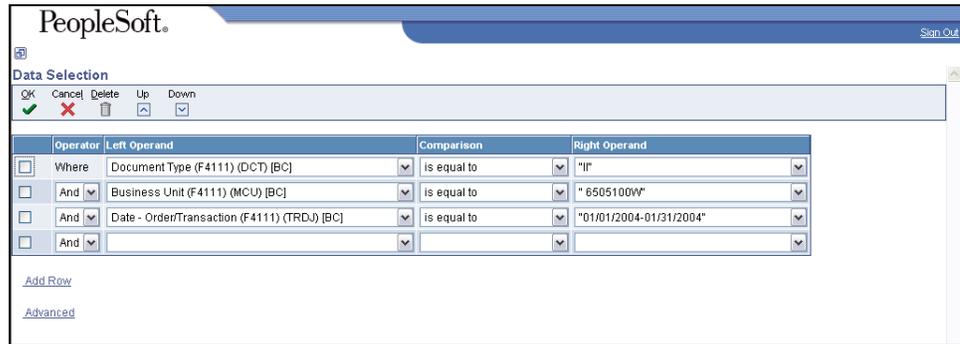
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document Type (F4111) (DCT) [BC]	is equal to	"I"
<input type="checkbox"/> And	Business Unit (F4111) (MCU) [BC]	is equal to	"6505100W"
<input type="checkbox"/> And			

7. In the third row, complete the following:
  - Operator: And
  - Left Operand: Date - Order/Transaction (F4111) [BC]
  - Comparison: Is equal to

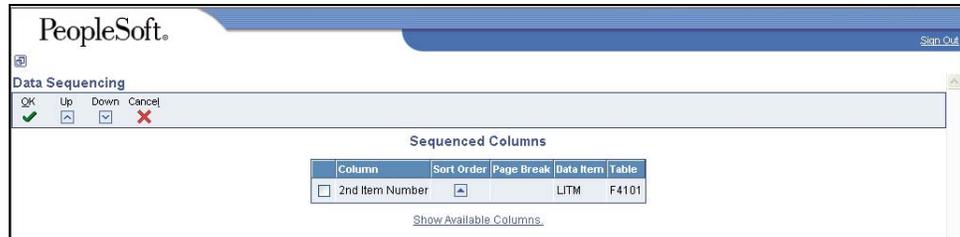
- In the second row, click **Right Operand, Literal**. The Select Literal Value window appears.



- Click on the Range of Values tab and enter the **Date Range** that you want to print in the Literal Value From and Literal Value To fields.
- Click OK to return to the Data Selection window.



- Click **OK**. The Data Sequencing window appears.



- Click **Show Available Columns**.

PeopleSoft®

Data Sequencing

OK Add Delete Up Down Cancel

Available Columns			Sequenced Columns					
Column	Data Item	Table	Column	Sort Order	Page Break	Data Item	Table	
<input type="checkbox"/>	2nd Item Number	LITM	F4111	<input type="checkbox"/>	2nd Item Number		LITM	F4101
<input type="checkbox"/>	Item Number (Short)	ITM	F4101					
<input type="checkbox"/>	Unique Key ID (Internal)	UKID	F4111					
<input type="checkbox"/>	3rd Item Number	AITM	F4101					
<input type="checkbox"/>	Description	DSC1	F4101					
<input type="checkbox"/>	Description 2	DSC2	F4101					
<input type="checkbox"/>	Search Text	SRTX	F4101					
<input type="checkbox"/>	Unit of Measure	UOM1	F4101					
<input type="checkbox"/>	Secondary UOM	UOM2	F4101					
<input type="checkbox"/>	Purchasing UOM	UOM3	F4101					
<input type="checkbox"/>	Cycle Count Category	CYCL	F4101					
<input type="checkbox"/>	GL Category	GLPT	F4101					
<input type="checkbox"/>	Stocking Type	STKT	F4101					
<input type="checkbox"/>	Line Type	LNTY	F4101					
<input type="checkbox"/>	Issue Type Code	ITC	F4101					

13. In the left column choose **Document Number** and **Explanation**.

14. Click **Add**.

PeopleSoft®

Data Sequencing

OK Add Delete Up Down Cancel

Available Columns			Sequenced Columns					
Column	Data Item	Table	Column	Sort Order	Page Break	Data Item	Table	
<input type="checkbox"/>	2nd Item Number	LITM	F4111	<input type="checkbox"/>	2nd Item Number		LITM	F4101
<input type="checkbox"/>	Item Number (Short)	ITM	F4101	<input type="checkbox"/>	Document Number		DOC	F4111
<input type="checkbox"/>	Unique Key ID (Internal)	UKID	F4111	<input type="checkbox"/>	Explanation		TREX	F4111
<input type="checkbox"/>	3rd Item Number	AITM	F4101					
<input type="checkbox"/>	Description	DSC1	F4101					
<input type="checkbox"/>	Description 2	DSC2	F4101					
<input type="checkbox"/>	Search Text	SRTX	F4101					
<input type="checkbox"/>	Unit of Measure	UOM1	F4101					
<input type="checkbox"/>	Secondary UOM	UOM2	F4101					
<input type="checkbox"/>	Purchasing UOM	UOM3	F4101					
<input type="checkbox"/>	Cycle Count Category	CYCL	F4101					
<input type="checkbox"/>	GL Category	GLPT	F4101					
<input type="checkbox"/>	Stocking Type	STKT	F4101					
<input type="checkbox"/>	Line Type	LNTY	F4101					
<input type="checkbox"/>	Issue Type Code	ITC	F4101					

15. In the right column, choose **Explanation**.

16. Click the **Up** arrow until Explanation moves to the top of the column.

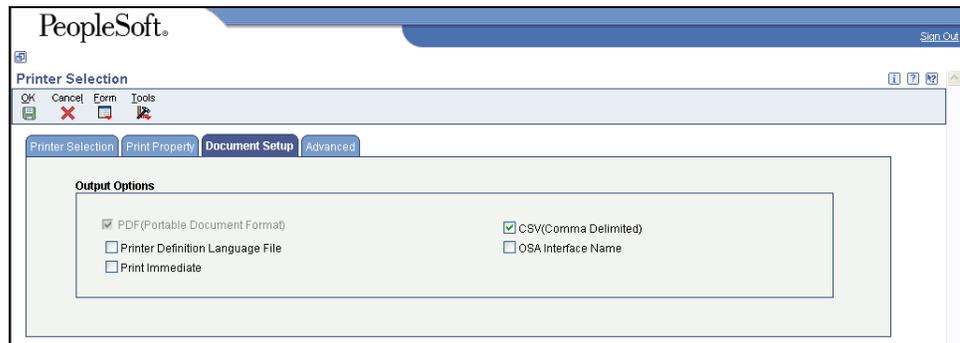
17. In the right column, choose **Document Number**.

18. Click the **Up** arrow until Document Number is the 2<sup>nd</sup> highest item in the column.



19. Click **OK**. The Printer Selection window appears.

20. Click on the **Document Setup** tab.



21. Choose **CSV (Comma Delimited)**.

22. Click **OK**. You will return to the menu.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Running/Viewing Reports in CSV](#) work instructions. Choose the Job Details to view (R5741001) once the Description is "Done".

### Add automated Subtotals by location (Transaction Explanation)

Business Unit	Do Ty	Description	Description Line 2	Trans QTY	Trans UM	Document	Order Date	Unit Cost
2511002W	II	household cleanser	can 12 oz. aerosol/can	-1	EA	1401	#####	1.3552
2511002W	II	stapler, desk type	(ea) standard black hold full	-1	EA	1401	#####	3.56
2511002W	II	hpc4096 laserjet	laser toner drum cartridge ser	-1	EA	1402	#####	91.96
2511002W	II	pen v-ball x-fine black	doz extra fine point, .5mm, bl	-12	EA	1402	#####	1.11
2511002W	II	towels, paper, single fold	cs 9-1/4 in. x 10-1/4 in., na	-1	PK	1402	#####	10.1038
2511002W	II	filler, notebook 8 x 11	pkg 8-1/2 in. x 11 in., ruled,	-5	EA	1850	#####	1.34
2511002W	II	filler, notebook 8 x 11	pkg 8-1/2 in. x 11 in., ruled,	-5	EA	1850	#####	1.34
2511002W	II	hp 51626a cartridge black	hp genuine #26 black hp500 ser	-2	EA	1385	#####	.28
2511002W	II	hpc1823 23 color	models hp deskjet 700/800/1000	-5	EA	1385	#####	31.1
2511002W	II	hpc6578 color	hpc6578 color hp940	-2	EA	1385	#####	33.2663

1. Adjust column widths and delete empty columns or add header text to each column so the Subtotals function will work correctly. The formatted Excel spreadsheet might appear as follows:

A	B	C	D	E	F	G	H	I	J
Business Unit	Do Ty	Description	Description Line 2	Trans QTY	Trans UM	Document Number	Order Date	Unit Cost	Extended
2505002W	II	air freshener spray glade 13oz	ea 13 oz. aerosol spray, flor	-4	EA	458	8/19/2003	2.964	
2505002W	II	deodorizer febreze 33.8 oz	n/a	-8	EA	458	8/19/2003	4.5	
2505002W	II	disp hand soap refill k-kare	1.2 liter 8 per case	-4	EA	458	8/19/2003	7.938	
2505002W	II	towels, paper, single fold	cs 9-1/4 in. x 10-1/4 in., na	-32	PK	458	8/19/2003	0.6501	
2505002W	II	can liner 12-16 gal med	cs 24 in. w x 33 in. l, 16 ga	-2	CS	458	8/19/2003	13.3	
2505002W	II	applicators, cotton tip 6"	box 6 in. long, single tip, no	-3	PK	459	8/19/2003	0.56	
2505002W	II	gloves, exam, vinyl pf small	(bx) size small - 100/bx	-10	BX	459	8/19/2003	4.75	
2505002W	II	gloves, exam, vinyl pf large	(bx) size large - 100/bx	-5	BX	459	8/19/2003	4.75	
2505002W	II	private funds purchase req	model #310 adjustable safety b	-50	EA	459	8/19/2003	0.1089	
2505002W	II	safety belt pvc commode	standard 3 x 1-1/4; heavy dut	-1	PR	88	8/5/2003	12.3611	
2505002W	II	casters or wheels pvc commode	n/a	-4	EA	89	8/5/2003	10.8144	
2505002W	II	lantern bulb pr-13	n/a	-6	EA	10025	11/22/2004	0.4337	
2505002W	II	lantern bulb pr-13	n/a	-60	EA	10026	11/22/2004	0.4337	
2505002W	II	jackets, baseball, 100% ny	ea x-large, blue, navy/blue,	-100	EA	10032	12/21/2004	1	
2505002W	II	deter laundry liq hypo-allerg	ultra all free 100 oz	-1	EA	207	8/1/2003	3.6932	
2505002W	II	bleach laundry powd non-chlor	clorox ii 49.2 oz	-3	BX	264	8/7/2003	4.7475	
2505002W	II	deter laundry solid super star	4#4 per case	-1	EA	264	8/7/2003	16.1174	
2505002W	II	fabric softener, dryer sheets	(pk)	-4	PK	264	8/7/2003	2.0999	
2505002W	II	pad post-it note 3x3	(pk) 3"x3" yellow 100 sh/pt	-8	EA	264	8/7/2003	0.647	
2505002W	II	pad post-it note 4x6 ruled	(pk) 4"x 6" yellow ruled	-8	EA	264	8/7/2003	1.3015	
2505002W	II	material & supply req		-25	EA	264	8/7/2003	0.1034	
2505002W	II	to & from pad		-6	PD	264	8/7/2003	0.647	
2505002W	II	pen, medium black	doz medium point, black	-24	EA	264	8/7/2003	0.0677	
2505002W	II	cups, paper, 9 oz	cs 9 oz., treated, 100/tube,	-6	EA	264	8/7/2003	1.8544	
2505002W	II	tissue facial 2-ply	cs 2 ply, white, 30-pk/cs	-6	EA	264	8/7/2003	0.3366	
2505002W	II	plates, paper, round white	cs 9 in., 1m/cs	-1	EA	264	8/7/2003	9.3092	
2505002W	II	conditioners pantene	bt conditioner, hair, extra b	-4	EA	264	8/7/2003	4.22	
2505002W	II	razor blades schick 5 ea/cart	ct blades schick 5 ea/cart	-16	CT	264	8/7/2003	1.898	
2505002W	II	toothbrushes, adult 3-row	cs adult, 3 row, soft - 144/c	-16	EA	264	8/7/2003	0.9492	
2505002W	II	toothbrush holder 2-pc round	vented for quick drying unbre	-16	EA	264	8/7/2003	0.2539	
2505002W	II	kerlix n-ster 4-1/2 6-ply	n/a	-6	RL	339	8/12/2003	0.7768	
2505002W	II	gloves, exam, vinyl pf small	(bx) size small - 100/bx	-3	BX	339	8/12/2003	4.75	
2505002W	II	pen, medium black	doz medium point, black	-12	EA	339	8/12/2003	0.0677	
2505002W	II	envelopes 3-1/2 x 5-1/4	cs. 2 oz. 5000/cs.	-4	EA	339	8/12/2003	1.4007	

2. To add automated Subtotals by location (Transaction Explanation), select a cell in the Transaction Explanation column.

3. Click **Data, Subtotals**. The Subtotal popup box appears.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Do Ty	Description	Description Line 2	Trans QTY	Trans UM	Document Number	Order Date	Unit Cost	Extended Cost	Transaction Explanation				
II	household cleanser	can 12 oz. aerosol/can	-1	EA	1401	10/20/2003	1.3552	-1.36	323				
II	stapler, desk type	(ea) standard black hold full	-1	EA	1401	10/20/2003	3.56	-3.56	323				
II	hpc4096 laserjet	laser toner drum cartridge ser	-1	EA	1402	10/20/2003	91.96	-91.96	323				
II	pen v-ball x-line black	doz extra fine point, 5mm, bl	-12	EA	1402	10/20/2003	1.11	-13.32	323				
II	towels, paper, single fold	cs 9-1/4 in. x 10-1/4 in., na	-1	PK	1402	10/20/2003	10.1038	-10.1	323				

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Business Unit	Do Ty	Description	Trans QTY	Trans UM	Document Number	Order Date	Unit Cost	Extended Cost	Transaction Explanation				
2511002W	II	household cleanser	-1	EA	1401	10/20/2003	1.3552	-1.36					
2511002W	II	stapler, desk type	-1	EA	1401	10/20/2003	3.56	-3.56					
2511002W	II	hpc4096 laserjet	-1	EA	1402	10/20/2003	91.96	-91.96					
2511002W	II	pen v-ball x-line black	-12	EA	1402	10/20/2003	1.11	-13.32					
2511002W	II	towels, paper, single fold	-1	PK	1402	10/20/2003	10.1038	-10.1					
2511002W	II	filler, notebook 8 x 11	-5	EA	1850	10/31/2003	1.34	-6.7					
2511002W	II	filler, notebook 8 x 11	-5	EA	1850	10/31/2003	1.34	-6.7					
2511002W	II	hp 51628a cartridge black	-2	EA	1385	10/20/2003	28	-56					
2511002W	II	hpc1823 23 color	-5	EA	1385	10/20/2003	31.1	-155.5					
2511002W	II	hpc6578 color	-2	EA	1385	10/20/2003	33.2663	-66.53					
2511002W	II	hpc6656 black	-2	EA	1385	10/20/2003	19.48	-38.96					
2511002W	II	hpc6657 color	-2	EA	1385	10/20/2003	23.77	-47.54					
2511002W	II	prmt cart hp51629a black	-5	EA	1385	10/20/2003	24.7266	-123.63					
2511002W	II	prmt cart hp51649a color	-3	EA	1385	10/20/2003	24.8622	-74.59					
2511002W	II	prmt cart hpc615d black	-5	EA	1385	10/20/2003	29	-145					
2511002W	II	pad post-it note 1-1/2x2	-24	EA	1385	10/20/2003	0.4899	-11.76					
2511002W	II	pad post-it note 3x3	-24	EA	1385	10/20/2003	0.6	-14.4					
2511002W	II	envel w/ret #6 3/4 500 box	-1	PK	1385	10/20/2003	12.1705	-12.17					

4. In the box under **At each change in:** select **Transaction Explanation** from the dropdown list.
5. In the box under **Use function:** select **Sum** from the dropdown list (if not already selected).
6. In the box under **Add subtotal for:** check **Extended Cost**.
7. Click **OK**.
8. The result of this process should produce a **subtotal** each time the data in the Transaction Explanation column changes.
9. The spreadsheet should appear similar to below.

	Description	Description Line 2	Trans QTY	Trans UM	Document Number	Order Date	Unit Cost	Extended Cost	Transaction Explanation
4	household cleanser	can 12 oz. aerosol/can	-1	EA	1401	10/20/2003	1.3552	-1.36	323
5	stapler, desk type	(ea) standard black hold full	-1	EA	1401	10/20/2003	3.56	-3.56	323
6	hpc4096 laserjet	laser toner drum cartridge ser	-1	EA	1402	10/20/2003	91.96	-91.96	323
7	pen v-ball x-fine black	doz extra fine point, 5mm, bl	-12	EA	1402	10/20/2003	1.11	-13.32	323
8	towels, paper, single fold	cs 9-1/4 in. x 10-1/4 in., na	-1	PK	1402	10/20/2003	10.1038	-10.1	323
								-120.3	<b>323 Total</b>
10	filer, notebook 8 x 11	pkg 8-1/2 in. x 11 in., ruled,	-5	EA	1850	10/31/2003	1.34	-6.7	340
11	filer, notebook 8 x 11	pkg 8-1/2 in. x 11 in., ruled,	-5	EA	1850	10/31/2003	1.34	-6.7	340
								-13.4	<b>340 Total</b>
13	hp 51626a cartridge black	hp genuine #26 black hp500 ser	-2	EA	1385	10/20/2003	28	-56	411
14	hpc1823 23 color	models hp deskjet 700/800/1000	-5	EA	1385	10/20/2003	31.1	-155.5	411
15	hpc6578 color	hpc6578 color hp940	-2	EA	1385	10/20/2003	33.2663	-66.53	411
16	hpc6656 black	hpc6656 black hp5500	-2	EA	1385	10/20/2003	19.48	-38.96	411
17	hpc6657 color	hpc6657 color hp5500	-2	EA	1385	10/20/2003	23.77	-47.54	411
18	print cart hp51629a black	ea_models deskjet 600_600c	-5	EA	1385	10/20/2003	24.7266	-123.63	411