



**Los Angeles County
Office of Education**

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FIN 501: Inventory Warehouse Requestors

BEST Advantage System – Financial

Training Course Guide

Version 2.5 – 6/30/2021

Business **E**nhancement **S**ystem **T**ransformation

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1 About This Course

1.1. Course Description

The Warehouse Inventory Requestors course is intended to provide guidance on ordering items from inventory supplies using the BEST Advantage System – Financial (FIN). In this course, students will learn how to process inventory requests using the Stock Requisition and return unwanted materials to inventory using the Stock Return. The BEST Advantage System – Financial will be referred to as Financial throughout this course.

Course Elements

The course has two essential elements: instruction and hands-on navigation. The instructor will guide you through the course material and then you will have an opportunity to log in to the system to complete hands-on activities in the class in the training environment. The instructor will provide you with a data card which has the necessary information to complete the hands-on activities.



The data in this course guide, related activities, and the training environment was created specifically for training purposes. The data you use in the training environment is not the same data you will see in production.

1.2. Course Objectives

The following are the objectives of this course:

- Navigate and search in Financial.
- Create a Stock Request (XSRQ) document to request stock items from inventory.
- Create a Stock Return (SN) document to return stock items to inventory.

1.3. Course Contents

The following topics are covered in this course:

- **Navigation Refresher** – provides the steps to log in to Financial as well as hints on how to search for reference tables, documents and how to use an inquiry page.
- **Inventory Transactions** – use the INVNQ inquiry table to search for a stock item, create a Stock Request and a Stock Return.

The following appendices are included for additional information:

- **Appendix A – Acronyms and Pages**– includes a list of acronyms and pages used in the course.
- **Appendix B – References** – provides additional reference material including a terminology crosswalk, and document navigation and icons used in the guides.
- **Appendix C – Check Your Progress Answers** – provides the answers to the Check Your Progress questions available in each topic to test your understanding of the subject matter.

1.4. Course Duration

The estimated duration of this course is one hour.

1.5. Audience

This course is intended for users who order items from inventory stock in the BEST Advantage System - Financial.

1.6. Prerequisites

This course has the following prerequisite:

- FIN-101: Getting Started with Financial

OR

- FIN-200: Requisitions

1.7. Terminology

Key terms and definitions used throughout this course are listed in Table 1. A list of acronyms and pages is provided in [Appendix A - List of Acronyms](#).

Table 1: Terminology

Term	Description
Commodity Code	A coding structure used as an identification of suppliers' products and services which increases the visibility of how money is spent on products and services.
Document Catalog	A central location where documents can be generated and reviewed.
Documents	Electronic forms used to enter and record financial transactions and activities.
Inferred Value	Values that are automatically populated based on previous entries in FIN.
Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Page Code	Each page in Financial has a name and a code. The name or code can be used for navigation using the Page Search and Jump to functionality.
Page Search	A command used to find and navigate to any page in the application.
Stock Item	Along with the Stock Item Suffix uniquely identifies the item in the warehouse.
Stock Item Suffix	This field is a 3-digit suffix that provides further internal classification of stock items. The Stock Item Suffix is unique to the Stock Item.
Warehouse	The information on this page is used throughout the system to validate against and get specific operation conditions for inventory processes.

1.8. Support

Need Help Logging in?

The BEST Advantage System – Financial (FIN) application can be access via the [BEST Portal \(https://bestportal.lacoe.edu\)](https://bestportal.lacoe.edu). Once you have completed your training and your account has been activated by LACOE's School Financial Services' (SFS) Security Team, you will receive an email from BEStAuthentication@lacoe.edu with your BEST Portal Username and Password. Accounts are activated every Friday for all training courses completed that week.

Want More Learning Opportunities? Join the CRC!

The Customer Resource Center (CRC) is a BEST Project customer-focused website with all kinds of information, supplemental training materials, and more. The CRC aims to provide our users with an opportunity to LEARN about the BEST Advantage System, GROW their knowledge of the system becoming more effective and efficient and CONNECT with peers to discover BEST Practices and help each other navigate the change. Some of our more popular tools include:

- [Change Management Planner](#): Toolkit developed with our customers to help agencies succeed at - and sustain - change on the BEST Project and beyond.
- [Computer-Based Training Modules](#): Short (< 10 Minutes), on-demand demonstration and interactive training videos focused on specific transactions (e.g., Creating a Vendor; Creating a Requisition; Creating an Invoice; Creating a Budget Adjustment; etc.)
- [Quick Reference Guides and Fast Functions](#): Step-by-step process guides to get your transactions submitted!
- [User Communities](#): Stay up to date with module specific user newsletters, updates process guides, and participate in our [User Forums](#) where users can teach and learn from each other!

Please note, if you haven't done so already, you will need to register for a CRC User account to gain access. It normally takes a day or two to review account requests and approve them for access. To register, please visit: <https://bestcrc.lacoe.edu/register>.

Still Have Questions?

1. **Sign up for Office Hours.** Log into the Learning Management System and sign up for one of our many office hours sessions that happen every Friday afternoon. BEST Project Trainers and SFS Experts will be there to answer any and all of your questions to get you ready to use the new system!
2. **Email or call the helpdesk!** BEST Project and SFS subject matter experts are standing by Monday through Friday, 7:00 am to 5:00pm, to answer any and all of your questions.

Phone: (562) 922-8888

Email: helpdesk@lacoe.edu

Want more Training?

If you would like to repeat this course or take an additional class, please reach out to the BEST Project Help Desk and request enrollment in an additional training class!

2 Navigation Refresher

Lesson Overview

This section provides a brief refresher on how to navigate two different types of pages in Financial: documents and inquiry pages.

Learning Objectives

After completing this lesson, you will be able to:

- Log in to Financial.
- Locate a document from the document catalog.
- Use inquiry pages to search for information.

2.1. Log In to Financial

Financial is accessed via a web browser, such as Chrome. You must have an active account to gain access to Financial. When your account is activated, you will be provided with login instructions.

Activity 2.1: Log in to Financial

Scenario

You received your User ID and are ready to log in to Financial.

Setup

- ✓ Your computer has access to a district/agency or LACOE network.
- ✓ You have internet and a compatible web browser.
- ✓ You have a login ID and password assigned for training.

Steps

- A. Log in to the Financial training environment.
 1. Open the Chrome web browser.
 2. Click the link to the BEST Advantage System - Financial to open the Login page.

3. In the **User ID** field, enter the *value from your data card*.
4. In the **Password** field, enter the *value from your data card*.

A screenshot of a web-based login interface. The title "Login" is at the top left. Below it are two input fields: "* User ID:" and "* Password:", both with red asterisks indicating required fields. To the right of the fields are "Login" and "Reset" buttons. On the far right, there is a copyright notice: "Copyright © 2001, 2016 CGI Technologies and Solutions Inc. All Rights Reserved." followed by a disclaimer: "Use of this software is subject to CGI Technologies and Solutions Inc. license agreement." and a trademark statement: "CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc". At the bottom right of this section are two links: "Forgot Your Password?" and "Add CGI Advantage to your Favorites". A red asterisk with the text "= Required" is located at the top center of the form area.

5. Click the **Login** button or press **Enter** on your keyboard to open the Financial home page.

Activity End

2.2. Documents

Documents are used to record financial information and administrative events into Financial.

Documents collect information into a single form, designed to ease data entry as well as to consolidate pertinent information for future approval and inquiry purposes. Documents can be routed for approval using workflow.

Documents are viewed and maintained through the Document Catalog, which displays recent activity for documents and provides access to all documents in Financial. The Document Catalog can also be used to create certain documents. Details for how to create a specific document are included in the relevant course guide for the document.

Procedure Steps: How to Locate a Document from the Document Catalog

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter the document code for the document you want to locate.
4. In the **Doc District/Agency**, enter the District/Agency code.
5. In the **Doc School Location/Dept**, enter the School Location/Department code.
6. Click the **Browse** link.

Activity 2.2: Examine an Existing Document

Scenario

Review an existing Stock Requisition document.

Setup

- ✓ You are logged in to Financial.

Steps

- Navigate using the Document Catalog.
 - On the Secondary Navigation Panel on the left, click **Search**.
 - Click **Document Catalog**.
- Search for a XSRQ document.
 - In the **Code** field, enter **XSRQ**. This is the document code for a Stock Requisition document.
 - In the **Doc District/Agency** field, enter **75713**.
 - Click the **Browse** link to search.

Document Catalog

[Create](#)

▼ Document Identifier

Code : Doc School Location/Dept :

Doc District/Agency : ID :

► User Information

► Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

Action Menu

☐	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
☐	XSRQ	75713	0000000	190000000001	No	1	New	Draft	Held	8/23/18	CGI004JC	\$218.94	Yes	No
☐	XSRQ	75713	7480000	190000000002	No	1	New	Final	Submitted	9/25/18	LSF035AA	\$676.16	Yes	No
☐	XSRQ	75713	7570000	190000000003	No	1	New	Draft	Held	9/25/18	ALH030JL	\$0.00	Yes	No
☐	XSRQ	75713	0000000	190000000004	No	1	New	Final	Submitted	11/11/18	LSF183RC	\$260.06	Yes	No
☐	XSRQ	75713	7580000	190000000010	No	1	New	Final	Submitted	12/7/18	ddonovan	\$42.15	Yes	No
☐	XSRQ	75713	0000000	190000000011	No	1	New	Pending	Submitted	12/7/18	ddonovan	\$14.05	Yes	No
☐	XSRQ	75713	7580000	190000000012	No	1	New	Draft	Held	12/7/18	ddonovan	\$14.05	Yes	No

From 1 to 7 of 7 First Prev Next Last [Export to CSV](#) Show Lines: 10 ▼

C. Examine the Stock Requisition (XSRQ) Document, and return to the home page.

1. From the grid of returned results, click the **ID** link of the first document in the list to open the XSRQ document.



2. On the Secondary Navigation Panel, click **Commodity** to open the Commodity component.
3. In the lower right corner, click the **Close** icon.
4. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity End

2.3. Inquiry Page

Inquiry pages are another type of page in Financial. Inquiries allow you to look up real-time information. For example, item quantity information can be reviewed on the Inventory Inquiry (INVNQ) page. The Inventory Inquiry page lists items, their available quantities and their costs. Drill-down (magnifying glass) buttons on the INVNQ allow you to do further review and find documents that are being processed to either issue or replenish inventory.

Activity 2.3: Review the Inventory Inquiry Table

Scenario

You want to look up stock items to determine if there is enough quantity to place an order. Use the Inventory Inquiry (INVNQ) table.

Setup

- ✓ You are logged in to Financial.

Steps

- A. Navigate to the Inventory Inquiry table.
 1. In the **Jump to** field, enter **INVNQ**. This is the page code for the Inventory Inquiry page.
 2. Click the **Go** button to open the **Inventory Inquiry** page.
- B. Explore the Quantities Drill Down.
 1. In the **Inventory Inquiry** page, click the **Search** link to open the search window.

Inventory Inquiry					
Inventory Details					
Warehouse	Stock Item	Description	Unit Price	Available	
✓ WH75713	14111507 056	PAPER, DUPL WHI 8.5X11 20# 3 HOLE PUNCH	7.990000	144.00000	
WH75713	14111507 057	PAPER, DUPL WHI 8.5X14 20#	11.230000	5000.00000	
First Prev Next Last					
Search					
General Information					
Warehouse : WH75713		Unit Price : 7.990000			
Alhambra USD - Inventory Warehouse		Unit Cost : 7.990000			
Stock Item : 14111507		Extended Cost : 1190.510000			
Stock Item Suffix : 056		Issue Unit : REAM			
Description : PAPER, DUPL WHI 8.5X11 2		Purchase Unit : REAM			
Suggested Vendor :		Multiplier : 1			
Quantity per Issue : 0.00000		Smaller Unit : Issue Unit			
ABC Class : C		Extended Description :			
50% of the items accounts for 10% of the annual consumption value of the items					
Stock Group :		Commodity Name : Printer or copier paper			
Parent Item : ☐		Specifications :			
Frozen for Accounting : ☐		Track Quantity by Location : ☒			
Active : ☒					
Marked for Future Deletion : ☐					
Internally Manufactured : ☐					
Parent Replenishment : ☐					
Quantities					
On Hand : 149.00000		Backordered : 0.00000			
Reserved : 5.00000		On Order : 0.00000			
Released : 0.00000		Currently Requested : 0.00000			
In Transfer : 0.00000		Maximum Issue : 99999.99999			
Available : 144.00000		Minimum Issue : 1.00000			
		Last Count : 0.00000			
Dates					
First Receipt : 01/11/2019		Last Issued : 01/11/2019			
Last Ordered :		Last Transfer :			
Next Delivery :		Last Counted :			
Location					
Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	BIN1	Bin 1	149.00000	0.00000	
First Prev Next Last					
Top					
Inventory Maintenance Inventory Usage Warehouse Maintenance Inventory Fixed Asset Approved Inventory Substitutes Historical Part Number					

2. In the **Search** window, in the **Warehouse** field, enter **WH75713**.

Warehouse : Description :
 Warehouse Description : ABC Class :
 Stock Item : Stock Group :
 Stock Item Suffix :
[Ok](#) [Clear](#) [Cancel](#)

3. In the **Stock Item** field, enter the **14111507**.
 4. In the **Stock Item Suffix** field, enter **056**.
 5. Click the **Ok** link to view the results.
 6. Review the grid. The page lists the Description, Unit Price and Available Quantity for the stock item.
 7. Click the Magnifying Glass icon next to the **Reserved** field.
 8. Review the Stock Requisitions (XSRQ) that have reserved a quantity display.

Inventory Details

Warehouse	Stock Item	Document Identifier	Line Number	Requested Quantity	Reserved Quantity
✓ WH75713	14111507	XSRQ.75713.190000000144	1	5.0000	5.0000

First Prev Next Last

[Search](#)

Warehouse : WH75713 Requested Quantity : 5.0000
 Stock Item : 14111507 Reserved Quantity : 5.0000
 Stock Item Suffix : 056 Released Quantity : 0.0000
 Doc ID : 190000000144 Backordered Quantity : 0.0000
 Doc Code : XSRQ Issued Quantity : 0.0000
 Doc District/Agency : 75713 Returned Quantity : 0.0000
 Line Number : 1

9. Click the **Back** link to go back to the Inventory Inquiry page.
 10. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity End

Lesson Summary

Listed below are the key points from this lesson.

- The Jump To feature can be used to go directly to a certain page or table.
- Page Search and Document Catalog can also be used to search for a specific table or document within the system.

Check Your Progress

1. The two types of pages reviewed were:
 - a. Reports
 - b. Inquiry pages
 - c. Documents
 - d. Forms
2. The login User ID and Password are case sensitive.
 - a. True
 - b. False

3 Inventory Transactions

Lesson Overview

This lesson will focus on the search tool available to locate inventory items to request as well as documents available to warehouse site requestors to request and return inventory.

Learning Objectives

After completing this lesson, you will be able to:

- Search for inventory items using the Inventory Inquiry table to aid in creating stock requests.
- Process the issuance of Inventory with a Stock Requisition (XSRQ) document.
- Process the return of items to inventory with a Stock Return (SN) document.

3.1. Inventory Inquiry

The Inventory Inquiry (INVNQ) page displays the items available in the selected warehouse, cost and available quantity. Use the search criteria to identify the items to include in your order.

INVENTORY INQUIRY SEARCH

Warehouse :		Description :	
Warehouse Description :		ABC Class :	
Stock Item :		Stock Group :	
Stock Item Suffix :			
Ok Clear Cancel			

INVENTORY INQUIRY PAGE

Inventory Inquiry					
Inventory Details					
Warehouse	Stock Item	Description	Unit Price	Available	
✓ WH75713	14111507 056	PAPER, DUPL WHI 8.5X11 20# 3 HOLE PUNCH	7.990000	144.00000	
WH75713	14111507 057	PAPER, DUPL WHI 8.5X14 20#	11.230000	5000.00000	
First Prev Next Last					
Search					
General Information					
Warehouse : WH75713		Unit Price : 7.990000			
Alhambra USD - Inventory Warehouse		Unit Cost : 7.990000			
Stock Item : 14111507		Extended Cost : 1190.510000			
Stock Item Suffix : 056		Issue Unit : REAM			
Description : PAPER, DUPL WHI 8.5X11 2		Purchase Unit : REAM			
Suggested Vendor :		Multiplier : 1			
Quantity per Issue : 0.00000		Smaller Unit : Issue Unit			
ABC Class : C		Extended Description :			
50% of the items accounts for 10% of the annual consumption value of the items		Commodity Name : Printer or copier paper			
Stock Group :		Specifications :			
Parent Item : ☐		Track Quantity by Location : ☒			
Frozen for Accounting : ☐					
Active : ☒					
Marked for Future Deletion : ☐					
Internally Manufactured : ☐					
Parent Replenishment : ☐					
Quantities					
On Hand : 149.00000		Backordered : 0.00000			
Reserved : 5.00000		On Order : 0.00000			
Released : 0.00000		Currently Requested : 0.00000			
In Transfer : 0.00000		Maximum Issue : 99999.99999			
Available : 144.00000		Minimum Issue : 1.00000			
		Last Count : 0.00000			
Dates					
First Receipt : 01/11/2019		Last Issued : 01/11/2019			
Last Ordered :		Last Transfer :			
Next Delivery :		Last Counted :			
Location					
Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	BIN1	Bin 1	149.00000	0.00000	
First Prev Next Last					
Top					
Inventory Maintenance Inventory Usage Warehouse Maintenance Inventory Fixed Asset Approved Inventory Substitutes Historical Part Number					

Procedure Steps: How to Search for a Stock Item using Inventory Inquiry (INVNQ)

1. In the Primary Navigation Panel, in the **Jump to** field, enter **INVNQ**.
1. Click the **Go** button to open the **Inventory Inquiry** page.
2. In the **Search** window, in the **Warehouse** field, enter the warehouse code.
3. In the **Description** field, enter the description of the stock item to search for.
4. Click the **OK** link to return all results that include items with that description.
5. In the **Inventory Details** section, select the item you are searching for.

3.2. Stock Requisition (XSRQ)

The Stock Requisition (XSRQ) document allows you to reserve quantities of stock items from an on-hand supply for later delivery. The Stock Requisition (XSRQ) document has the following components:

- Header
- Accounting Distribution (Optional)
- Commodity
- Accounting
- Posting (System Generated)

Any amount of stock that cannot be reserved due to insufficient inventory is marked as backordered. The warehouse at your district/agency may or may not allow backorders. If backordering is not allowed and the Requested Quantity is greater than the Available Quantity, then the XSRQ document is rejected.

Overridable errors are issued if the Requested Quantity is less than the Minimum Issue Quantity or greater than the Maximum Issue Quantity specified on the Inventory Table for the entered Stock Item.



Once all approvals are applied and the document is in the final phase the XSRQ cannot be modified. The user can cancel the XSRQ if the items are no longer needed and have not been picked by the warehouse to be issued.

STOCK REQUISITION

Stock Requisition(XSRQ) Dist/Agency: 75713 ID: 190000000142 Ver.: 1 Function: New Phase: Draft Modified by KUSER , 05/06/2019

Header

General Information Delivery Information Stock Requisition Status Document Information

Record Date: Warehouse:

Budget FY: Requesting Sch Loc/Dept:

Fiscal Year: Issuer ID: KBUY

Period: Name: K BUY

Comments: Phone Number: 213--555-5555

Actual Amount: \$0.00 Phone Ext.: x1234

Closed Amount: \$0.00 Email: kbuy@user.edu

Closed Date: Total of Header Attachments: 0

Total of All Attachments: 0

Save Undo Load Accounting Profile

Accounting Distribution	Total Lines: 0	Line: none	Distribution %: none
Commodity	Total Lines: 0	Line: none	Stock Item: none Stock Item Suffix: none Description: none
Accounting	Total Lines: 0	Line: none	Line Amount: none Line Closed Amount: none
Posting	Total Lines: 0	Posting Line: none	

Copy Validate Submit Discard View PDF Print Processing Workflow File Close

Header Component

The Header has information that applies to the entire document. The Comments, Warehouse, Requesting School Location/Department and Issuer ID are required fields. In the Delivery Information Section, Shipping Location and Scheduled Delivery Date are required fields.

STOCK REQUISITION – HEADER

Header	
Tab View	
General Information	
Record Date: 05/03/2019	Warehouse: WH75713 Alhambra USD - Inventory Warehouse
Budget FY: 2019	Requesting Sch Loc/Dept: 0000000
Fiscal Year: 2019	Issuer ID: ddonovan
Period: 11	Name: Dan Donovan
Comments: Training	Phone Number: 703-123-4567
Actual Amount: \$4.89	Phone Ext.: 456789
Closed Amount: \$4.89	Email: daniel.donovan@cgi.com
Closed Date: 05/03/2019	Total of Header Attachments: 0
	Total of All Attachments: 0
Delivery Information	
Shipping Location: ALHT54 Purchasing Office 1515 West Mission Road Alhambra CA 91803-1618	Scheduled Delivery Date: 06/28/2019 Ship Whole Indicator: ☐ Requested For:

Accounting Distribution Component

Accounting Distribution lists the funding distribution to be applied across multiple commodity lines. The accounting entered here can be pushed to all of the commodity lines to create corresponding accounting lines by clicking the Distribute Accounting button. It is useful for orders that require multiple commodity lines and/or multiple accounting distributions.

STOCK REQUISITION – ACCOUNTING DISTRIBUTION

Accounting Distribution							
Accounting Template	Distribution %	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity
	100.0000	01	0	00000	0	00000	00000
From 1 to 1 Total: 1							
First Previous Next Last							
Save Undo Insert New Line Insert Copied Line Done Distribute Accounting							
Copy Validate Submit Discard View PDF Print Processing Workflow File Close							

Commodity Component

The Commodity component lists all commodities associated with the issue of goods. Every XSRQ document must have at least one commodity line, and each commodity line must have at least one accounting line. The Stock Item, Stock Item Suffix and Requested Quantity are required fields. The other fields will populate by default or are protected; for example the Unit Price infers from the Inventory Maintenance table.

STOCK REQUISITION – COMMODITY

Commodity						
Total Lines: 2 Line: 1 Stock Item: 14111533 004 Stock Item Suffix: 004 Description: PERMIT, ABSENCE HS						
Line	Stock Item	Stock Item Suffix	Description	Unit Price	Item Total Amount	
1	14111533 004	004	PERMIT, ABSENCE HS	\$1.99	\$1.99	 
2	14111526 046	046	TELEPHONE MESSAGE PAD yellow, 5.5x4.5, 5/pkg	\$2.90	\$2.90	 

From 1 to 2 Total: 2 [First](#) [Previous](#) [Next](#) [Last](#) Show Lines: 10 Go to line: [Go](#) [Export to CSV](#)

[Tab View](#)

General Information

Stock Item: 

Stock Item Suffix: 

Description: PERMIT, ABSENCE HS

Requested Quantity:

Issue UOM: PAD

Unit Price:

Accounting Profile: 

Accounting Template: 

Item Total Amount:

Closed Amount: \$1.99

Closed Date: 05/03/2019

Stock Requisition Status

Requested: 1.00000 Issued Quantity: 1.00000

Reserved: 0.00000 Issued Amount: \$1.99

Released: 0.00000 Issued Date: 05/03/2019

Backordered: 0.00000 Returned Quantity: 0.00000

Previously Backordered: ☐ Returned Amount: \$0.00

Return Charge: \$0.00

Refunded Amount: \$0.00

Returned Date:

Net Amount: \$1.99

Accounting Component

The Accounting component lists the requestor's accounting funds for each commodity line. The required fields in this component are the accounting elements required to process the transaction. The required elements are determined by district/agency type. The Event Type and Line Amount fields populate by default. If the user enters an Accounting Profile, accounting information will be populated by clicking the Distribute Accounting button on the Accounting Distribution component.

STOCK REQUISITION – ACCOUNTING

Accounting						
Total Lines: 1 Line: 1 Line Amount: \$1.99 Line Closed Amount: \$1.99						
Accounting Template	Line Amount	Fund	Sub Fund	Resource	Project Year	Goal/Categorical
	\$1.99	01	0	00000	0	00000

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#)

Posting Component

Posting Line is a system-generated component of the document. Based on the entries made in the Accounting Line component, the system generates posting lines showing how the transaction posts to the accounting journal.

STOCK REQUISITION – POSTING

Posting					
Total Lines: 1 Posting Line: 1					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P003 P004	Pre Encumbrance Res Pre Encumb	\$0.00	\$0.00

[Tab View](#)

General Information

Run Time/Date: 05/03/2019	Budget FY: 2019
Record Date: 05/03/2019	Fiscal Year: 2019
Journal Posting: N/A	Period: 11
Budget Posting: N/A	Post Pair ID: A
Bank Account:	Line Amount: \$1.99
BSA Type Indicator:	Posting Amount: \$0.00
OBSA Type Indicator: Equity	Closed Amount: \$1.99

Fund Accounting

Master Fund: 7571301	Cabinet: LACS	Balance Sheet
Sub Fund: 0	District/Agency: 75713	Object:
SACS/BAM Object: 4300	School 7580000	Sub Balance Sheet
Sub Object:	Location/Dept:	Object:
Object Category: 4000	Sub School/Location	OBSA: 9721
SACS/BAM Rev	Dept:	Sub OBSA:
Object:	Fund: 01	Dist/Agency Object: 4310
Sub Revenue:	Appr Category: G	Dist/Agency Rev Obj:
Revenue Category:	Internal Fund:	
	Internal Sub Fund:	
	Internal Dept:	

Procedure Steps: How to Create a Stock Requisition Document

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.
4. In the **Code** field, enter **XSRQ**.
1. In the **Doc School Loc/Dept** field, enter the School Location/Department code.
2. Click the **Create** link to create the XSRQ document.
3. On the **Header** component, in the **Comments** field, enter the purpose of the transaction.
4. In the **Warehouse** field, use the pick list icon to select the warehouse filling the order.
5. In the **Requesting Sch Loc/Dept** field, select the school location or department making the request.
6. The value for the **Issuer ID** will default.
7. Click the **Delivery Information** tab.
8. The **Shipping Location** field may default based on the Issuer ID. Use the pick list to update the shipping location.
9. In the **Scheduled Delivery Date** field, enter the requested date for delivery.
10. Click **Accounting Distribution**.
11. Click the **Insert New Line** button.
12. Enter the appropriate values in the Chart of Account fields.
13. Click the **Commodity** component.
14. Click the **Insert New Line** button.
15. Click the **Edit with Grid** button.
16. In the **Stock Item** field, click the pick list to search and select the Stock Item.
17. Click the **Save** button to infer additional information.
18. In the **Requested Quantity** field, enter the quantity to be issued.
19. Repeat steps 19-22 to add additional Stock Items to the XSRQ document.
20. Click the **Accounting Distribution** component.
21. Click the **Distribute Accounting** button.
22. Accounting lines have been created for each commodity line.
23. Click the **Validate** button.
24. Correct any errors.
25. Click the **Submit** button.

Activity 3.2: Create an XSRQ document

Scenario

A teacher from in the district wants to order classroom supplies from the warehouse.

Setup

- ✓ You are logged in to Financial.

Steps

- Create the XSRQ document using the document catalog.
 - On the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog** to open the Document Catalog.
 - Click the **Create** link to switch to the create mode.
 - In the **Code** field, enter **XSRQ**. This is the code for a Stock Requisition document.
 - In the **Doc School Location/Dept**, enter **0000000**.

The screenshot shows the 'Document Catalog' form. At the top is a 'Search' button with a magnifying glass icon. Below it is a 'Document Identifier' section with four input fields: 'Code' (containing 'XSRQ'), 'Doc School Location/Dept' (containing '0000000'), 'Doc District/Agency' (containing '75713'), and 'ID' (empty). Below this is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom are two links: 'Create' and 'Menu'.

- Click the **Create** link to create the XSRQ document.
- Populate the Header of the XSRQ document.
 - In the **Comments** field, enter **Office Supplies**.
 - In the **Warehouse** field, enter **WH75713**.
 - In the **Requesting School/Loc** field, enter **0000000**.

4. The **Issuer ID** field infers.

The screenshot shows the 'Header' section of the form with the 'General Information' tab selected. The 'Delivery Information' tab is also visible below it.

Header - General Information

Record Date:

Budget FY:

Fiscal Year:

Period:

Comments:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Warehouse:

Requesting Sch Loc/Dept:

Issuer ID:

Name:

Phone Number:

Phone Ext.:

Email:

Total of Header Attachments: 0

Total of All Attachments: 0

Delivery Information

Shipping Location:

Purchasing Office

1515 West Mission Road

Alhambra

CA

91803-1618

Scheduled Delivery Date:

Ship Whole Indicator: ☐

Requested For:

C. Complete the Delivery Information section.

1. Click the **Delivery Information** tab.
2. In the **Scheduled Delivery Date** field, enter today's date.

D. Add accounting lines.

1. Click the **Accounting Distribution** component.
2. Click the **Insert New Line** button.

The screenshot shows the 'Accounting Distribution' toolbar with the following buttons: Save, Undo, Insert New Line (highlighted with a red box), Insert Copied Line, Done, Copy, Validate, Submit, and Discard.

3. In the **Distribution %** field, enter **100**. This field can be used for splitting the cost of items to multiple accounting strings.

Accounting Distribution		Total Lines: 1	Line: 1	Distribution %: 0.0000
Accounting Template	Distribution %	Fund	Sub Fund	
	100			
From 1 to 1 Total: 1				

4. Tab or scroll to the **Fund** field. Enter **01**.
5. Tab or scroll to the **Sub Fund** field. Enter **0**.
6. Tab or scroll to the **Resource** field. Enter **00000**.
7. Tab or scroll to the **Project Year** field. Enter **0**.
8. Tab or scroll to the **Goal/Categorical** field. Enter **11100**.

9. Tab or scroll to the **Function/Activity** field. Enter **10000**.
10. Tab or scroll to the **Dist/Agency Object** field. Enter **4310**.
11. Tab or scroll to the **School Location/Dept** field. Enter **7580000**.

Accounting Distribution							
Total Lines: 1 Line: 1 Distribution %: 0.0000							
Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept
01	0	00000	0	11100	10000	4310	7580000

From 1 to 1 Total: 1

First Previous Next Last

12. Click the **Save** button.

E. Add requested Stock Items.

1. Click the **Commodity** component.
2. Click the **Insert New Line** button.
3. In the **Stock Item** field, click the pick list to select **14111507**.
4. Click the **Save** button.
5. In the **Requested Quantity** field, enter **1**.

Commodity						
Total Lines: 1 Line: 1 Stock Item: 14111507 056 Stock Item Suffix: 056 Description: PAPER, DUPL WHI 8.5X11 20# 3 HOLE PUNCH						
Line	Stock Item	Stock Item Suffix	Description	Unit Price	Item Total Amount	
1	14111507 056	056	PAPER, DUPL WHI 8.5X11 20# 3 HOLE PUNCH	\$7.99	\$7.99	 

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Stock Requisition Status

Stock Item: 

Stock Item Suffix: 

Description: PAPER, DUPL WHI 8.5X11 20# 3 HOLE PUNCH

Requested Quantity:

Issue UOM: REAM

Unit Price:

Accounting Profile: 

Accounting Template: 

Item Total Amount:

Closed Amount: \$0.00

Closed Date:

6. Click the **Save** button.

F. Create Accounting lines by using Distribute Accounting.

1. Click the **Accounting Distribution** component.
2. Click the **Distribute Accounting** button.
3. Accounting lines have been created for each commodity line.

Accounting Total Lines: 1 Line: 1 Line Amount: \$14.05 Line Closed Amount: \$0.00

Line	Line Amount	Referenced Line Amount	Line Closed Amount	Event Type
1	\$14.05	\$0.00	\$0.00	ST03

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

Tab View

General Information

Event Type: ST03 Budget FY: Accounting Template: Line Amount: \$14.05 Line Closed Amount: \$0.00 Line Closed Date: Fiscal Year: Period:

Fund Accounting

Master Fund: 7571301 Fund: 01 Sub Fund: 0 District/Agency: 75713 Resource: 00000 Project Year: 0 School Location/Dept: 7580000 Goal/Categorical: 00000 Function/Activity: 00000 Dist/Agency Object: 4310 SACS/BAM Object: 4300 Balance Sheet Object: Dist/Agency Rev Obj: SACS/BAM Rev Object: Sub Balance Sheet Object:

4. Click the **Validate** button.
5. Correct any errors.
6. Click the **Submit** button.
7. If the document is going to be approved through workflow the Phase will be Pending; otherwise the Phase will be Final.
8. In the lower right corner, click the **Close** icon.
9. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity End

3.3. Cancel a Stock Requisition

The Stock Request can be cancelled as long as it has not been referenced on a Pick and Issue or an Issue Confirmation document.

When cancelling a document the Function will update from New to Cancellation and the Version number will be incremented by one.

Procedure Steps: How to Cancel a Stock Requisition document

1. In the **Jump to** field, enter **XSRQ**.
2. Click the **Go** button to open the Document Catalog.
3. The **Code** field will populate with the document code.
4. In the **Doc District/Agency** field enter the District/Agency code.
5. In the **Doc School Location/Dept** field, enter the School Location/Department code.
6. In the **ID** field, enter the XSRQ document ID.
7. Click the **Browse** link.
8. Locate the document in the list returned.
9. Click the **ID** link to open the document.
10. Click the **Discard** button.
11. The system will confirm that you want to discard the document. Click the **OK** button to confirm deletion.
12. A new document version will be created with a Function of Cancellation and a Phase of Draft.
13. Click the **Validate** button.
14. Correct any errors.
15. Click the **Submit** button.
16. The document will now have a Function of Cancellation and a Phase of Final.

3.4. Stock Return

The Stock Return (SN) document allows previously issued items to be returned to the issuing warehouse. This process will vary by district/agency; some processes will require a Return Material Authorization number prior to creating the stock return. The district/agency may also restrict creation of this document to warehouse staff only.

The SN document has the following components:

- Header
- Accounting Distribution (Optional)
- Commodity
- Commodity Detail (not being used)
- Accounting
- Posting (System Generated)

The Stock Return (SN) document does the following:

- Records the exact quantity of stock items that have been returned to the warehouse.
- Updates the exact quantity of returned stock items on the INVN and the referenced Stock Requisition (XSRQ) or Over-the-Counter (OC) document, if applicable.
- Correctly records the decrease in expense to the buyer and decrease in revenue for the seller.

The SN document is created by copying forward the original XSRQ or OC document. This ensures the correct commodity is returned to inventory. It also ensures that the accounting used on the original transaction is properly credited for the return. The user creating the transaction, either the person who created the order or the warehouse worker, has very little data to enter. They need to make sure the correct stock items are being returned and the returned quantity is correct.

The SN documents cannot be processed for a stock item which is not active or has been Frozen for Accounting on the INVN table.



No need to create the Stock Return (SN) from the document catalog. The SN must reference an XSRQ or OC document and should be created by using copy forward from the XSRQ or OC to create the SN.

Header Component

The Header has information that applies to the entire document. The Document Description, Warehouse and Returning Unit are required fields. In the Returning Information section, Returned By and Return Code are required fields.

STOCK RETURN – HEADER

Header	
Tab View	
General Information	
Document Name:	Ref Doc Code: XSRQ
Record Date: 05/03/2019	Ref Doc Dept: 75713
Budget FY: 2019	Ref Doc ID: 190000000140
Fiscal Year: 2019	Warehouse: WH75713
Period: 11	Alhambra USD - Inventory Warehouse
Document Description: Training	Returning Unit: 0000000
	Accounting Profile:
	Document Sub Total Amount: \$2.90
	Document Total Amount: \$2.90
Returning Information	
Returned By: ddonovan	Return Code: DAMAGE
Name: Dan Donovan	Damaged/Defective Item
Phone Number: 703-123-4567	Override Fixed Return Charge:
Phone Ext: 456789	Net Return Charge: \$0.00
Email: daniel.donovan@cgi.com	Override Return: ☐
	Document Refund Amount: \$2.90

Commodity Component

The Commodity component lists all commodities associated with the original issue of goods. Any lines that are copied from the original issue document that are not being returned will need to be deleted from the document. Every SN document must have at least one commodity line, and each commodity line must have at least one accounting line. The Returned Quantity is a required field. The other fields will populate by default or are protected.



In the grid at the top of the component, click the trash can icon to delete any lines not included in the return.

STOCK RETURN – COMMODITY

Commodity						
Line	Stock Item	Stock Item Suffix	Description	Unit Price	Line Total	
1	14111829 001	001	HALL PASS, GREEN, 4 1/2 X 5 1/2, 100/PAD	0.000000	\$0.00	

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

Tab View

General Information

Stock Item: 14111829

Stock Item Suffix: 001

HALL PASS, GREEN, 4 1/2 X 5 1/2, 100/PAD

Inventory Location:

Location Structure:

Accounting Profile:

Accounting Template:

Returned Quantity: 0.000000

Unit Cost: 0.000000

Unit Price: 0.000000

Issue Unit: EA

Line Sub Total: \$0.00

Returned Charge: \$0.00

Line Total: \$0.00

Reference

Ref Doc Code: XSRQ

Ref Doc Dept: 75713

Ref Doc ID: 201800000024

Ref Commodity Line: 1

Commodity Detail Component (Not Used)

The Commodity Detail component updates the Inventory Maintenance Detail table; this table is not being used by district/agencies at this time, do not populate the fields in this component.

Accounting Component

The Accounting component captures the requestor's accounting elements for each commodity line. The fields in this component populate from the referenced XSRQ or OC document. The Event Type and Line Amount fields populate by default, no user input is required.

STOCK RETURN – ACCOUNTING

Accounting						
Line	Sub Total Line Amount	Net Return Charge	Total Line Amount	Event Type		
1	\$12.00	\$0.00	\$12.00	ST21		

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

Tab View

General Information

Event Type: ST21

Accounting Template:

Line Description:

Sub Total Line Amount: \$12.00

Net Return Charge: \$0.00

Total Line Amount: \$12.00

Budget FY: 2018

Fiscal Year:

Period:

Reference

Ref Doc Code: XSRQ

Ref Doc Dept: 75713

Ref Doc ID: 201800000024

Ref Commodity Line: 1

Ref Accounting Line: 1

Fund Accounting

Master Fund: 7571301

Sub Fund: 0

SAC'S/BAM Object: 4350

Sub Object:

SAC'S/BAM Rev Object:

Sub Revenue:

District/Agency: 75713

School Location/Dept: 7430000

Sub School Loc/Dept:

Fund: 01

Balance Sheet Object:

Sub Balance Sheet Object:

OBSA:

Sub OBSA:

Dist/Agency Object: 4350

Dist/Agency Rev Obj:

Posting Component

Posting is a system-generated component of the document. Based on the entries made in the accounting component, the system generates posting lines showing how the transaction is posted to the accounting journal.

STOCK RETURN — POSTING

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
4	Non-Standard	D022 A001	Inventory CE-S Cash	\$25.00	\$25.00

General Information

Run Time/Date: 02/28/2018

Record Date: 02/28/2018

Journal Posting: Posted

Budget Posting: Posted

Bank Account: CK

BSA Type Indicator:

OBSA Type Indicator: Asset

Budget FY: 2018

Fiscal Year: 2018

Period: 8

Post Pair ID: A

Line Amount: \$25.00

Posting Amount: \$25.00

Closed Amount: \$0.00

Fund Accounting

Master Fund: 7571301

Sub Fund: 0

SACS/BAM Object: 4716

Sub Object: 47

Object Category:

SACS/BAM Rev Object:

Sub Revenue:

Revenue Category:

Cabinet: LACS

District/Agency: 75713

School Location/Dept: 0000000

Sub School Loc/Dept:

Fund: 01

Fund Category: G

Internal Master Fund:

Internal Sub Fund:

Internal District/Agency:

Balance Sheet Object:

Sub Balance Sheet Object:

OBSA: 9110

Sub OBSA:

Dist/Agency Object: 4716

Dist/Agency Rev Obj:



Districts/Agencies will need to determine the specific business process for returning materials to inventory. This procedure may not apply to your district/agency.

Procedure Steps: How to Create a Stock Return Document

1. In the **Jump to** field, enter **XSRQ**.
2. Click the **Go** button to open the Document Catalog.
3. The **Code** field will be populated with the document code.
4. In the **Doc District/Agency** field, enter the District/Agency code.
5. In the **Doc School Location/Dept** field, enter the School Loc/Dept from the original XSRQ.
6. Click the **Browse** link.
7. Click the **ID** of the document to use in the return.
8. On the XSRQ document, click the **Copy Forward** button.
9. In the **Doc School Loc/Dept** field, enter the Doc School Loc/Dept to process the return.
10. Select **Target Doc Type** of **SN**.
11. Click the **OK** button to create the Stock Return (SN) document.
12. On the **Header** component, click the **Returning Information** tab.
13. Select a **Return Code**.
14. Click the **Commodity** component.

15. In the grid at the top of the section, click the trash can icon to delete any lines not included in the return.
16. In the **Inventory Location** field, select the location the item will be returned to.
17. On the Choose page, select the location with a Location Priority 1.
18. In the **Returned Quantity** field, enter the quantity to be returned.
19. Click the **Validate** button.
20. Correct any errors.
21. Click the **Submit** button.
22. Click the **Close** icon.
23. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity 3.4: Create a Stock Return Document

Scenario

Items from a previous order need to be returned. Use the Document Catalog to locate the original issue transaction. Copy forward the original transaction to create the Stock Return (SN) document.

Setup

- ✓ You are logged in to Financial.

Steps

- A. Create a Stock Return document from the Document Catalog.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog** to open the Document Catalog.
 3. In the **Code** field, enter **XSRQ**.
 4. In the **Doc District/Agency** field enter **75713**.
 5. In the **Doc School Location/Dept** field, enter **7580000**.
 6. In the **ID** field enter the *value from your data card*.
 7. Click the **Browse** link to search for the document.

8. Click the **ID** of the document to be processed.

Document Catalog

Create

▼ Document Identifier

Code : XSRQ Doc School Location/Dept :

Doc District/Agency : 75713 ID :

► User Information

► Document State

[Browse](#) [Clear](#)

[Action Menu](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
☐	XSRQ	75713	7580000	190000000010	No	1	New	Final	Submitted	12/7/18	ddonovan	\$42.15	Yes	No
☐	XSRQ	75713	0000000	190000000011	No	1	New	Pending	Submitted	12/7/18	ddonovan	\$14.05	Yes	No
☐	XSRQ	75713	7580000	190000000012	No	1	New	Final	Submitted	12/7/18	ddonovan	\$14.05	Yes	No

From 1 to 3 of 3 First Prev Next Last [Export to CSV](#) Show Lines: 10 ▼

- B. Populate the Copy Forward page of the XSRQ document.

1. Click the **Copy Forward** button.
2. On the **Copy Forward** page, in the **Doc School Loc/Dept** field, enter **7580000**.
3. Select **Target Doc Type** of **SN**.

Copy Forward

From Document

Category : INV Doc District/Agency : 75713

Type : SRQ Doc School Loc/Dept : 7580000

Code : XSRQ ID : 190000000012

Select Entire Document : ☒ Version : 1

To Document

Doc District/Agency : 75713 Document Id :

Doc School Loc/Dept : 7580000 Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
☒ SN	SN	Create SN from SRQ
☐ PI	PI	Create PI from SRQ
☐ CI	CI	Create CI from SRQ

First Prev Next Last

[OK](#) [Cancel](#)

4. Click the **OK** button to create the Stock Return (SN) document.

- C. Update the Header component

1. In the Header component, click the **Returning Information** tab.

2. In the **Return Code** field, use to pick list to select **DAMAGE**.

The screenshot shows the 'Header' section of the form with the following fields:

- Document Name: [Empty]
- Record Date: [Empty]
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Document Description: Classroom Supplies
- Ref Doc Code: XSRQ
- Ref Doc Dept: 75713
- Ref Doc ID: 19000000012
- Warehouse: WH75713
- Alhambra USD - Inventory Warehouse
- Returning Unit: 7580000
- Accounting Profile: [Empty]
- Document Sub Total Amount: \$0.00
- Document Total Amount: \$0.00

The 'Returning Information' section shows:

- Returned By: ddonovan
- Name: Dan Donovan
- Phone Number: 703-123-4567
- Phone Ext: 456789
- Email: daniel.donovan@cgl.com
- Return Code: DAMAGE
- Damaged/Defective Item
- Override Fixed Return Charge: [Empty]
- Net Return Charge: \$0.00
- Override Return: [Empty]
- Document Refund Amount: \$0.00

- D. Update the Commodity component.

1. Click the **Commodity** component.
2. In the grid at the top of the section, click the trash can icon to delete the item for line 1.
3. In the **Inventory Location** field select the location the item will be returned to. Select inventory location **BIN1**.
4. In the **Returned Quantity** field enter **1**.

The screenshot shows the 'Commodity' section with a table containing one line item:

Line	Stock Item	Stock Item Suffix	Description	Unit Price	Line Total
2	14111525 046	046	TELEPHONE MESSAGE PAD yellow, 5.5x4.5, 5/pkg	2.900000	\$2.90

Below the table, the 'General Information' section shows:

- Stock Item: 14111525
- Stock Item Suffix: 046
- TELEPHONE MESSAGE PAD yellow, 5.5x4.5, 5/pkg
- Inventory Location: BIN1
- Location Structure: 75713LOC
- Accounting Profile: [Empty]
- Accounting Template: [Empty]
- Returned Quantity: 1.00000
- Unit Cost: 2.900000
- Unit Price: 2.900000
- Issue Unit: PKG
- Line Sub Total: \$2.90
- Returned Charge: \$0.00
- Line Total: \$2.90

5. Click the **Validate** button.
6. Correct any errors.
7. Click the **Submit** button.
8. Click the **Close** button.
9. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity End

Lesson Summary

Listed below are the key points from this lesson.

- Use the Stock Requisition document to request materials from inventory.
- Stock Requisitions cannot be modified. They must be cancelled and recreated.
- The original Stock Requisition is copied forward to create a Stock Return.
- Workflow for the Stock Requisition and the Stock Return is optional. Districts/Agencies will determine if workflow will be used.

Check Your Progress

1. The XSRQ cannot be modified.
 - a. True
 - b. False
2. The best way to create the Stock Return is by creating a SN document from the document catalog.
 - a. True
 - b. False

Appendix A - List of Acronyms and Pages

Table 2 lists the acronyms used in this guide.

Table 2: List of Acronyms

Acronym	Full Name / Description
BEST	Business Enhancement System Transformation
COA	Chart of Accounts
CRC	Customer Resource Center
FAQ	Frequently Asked Questions
FIN	BEST Advantage System - Financial
LACOE	Los Angeles County Office of Education
QRG	Quick Reference Guide
PSFS	PeopleSoft Financial System

Table 3 lists the pages (document, inquiries, and reference tables) referenced in this guide.

Table 3: List of Pages

Acronym	Full Name / Description
COMM	Commodity Table
INVNQ	Inventory Inquiry Table
SN	Stock Return
XSRQ	Stock Requisition

Appendix B – References

Table 4 lists the crosswalk of key legacy systems (PeopleSoft Financial System) commonly used terms to the new BEST Advantage System.

Table 4: Terminology Crosswalk

PeopleSoft Financial System (PSFS)	BEST Advantage System - Financial
Accounting Distribution (Setup of Offsets and Default Express Account)	Event Type Reference Table (ETYP)
Adjustment: Average Cost Adjustment	Inventory Adjustment Document (IA)
Adjustment: Return to Vendor	Inventory Adjustment Document (IA)
Adjustment: Return to Warehouse	Stock Return Document (SN)
Budget Check	Budget Control
Budget Period	Budget Fiscal Year
Category	Commodity Reference Tables (COMM)
Chart Field	Chart of Accounts
Express Issue	Over the Counter Document (OC)
Express Put-Away	Inventory Adjustment Document, Receiver Standalone – Non-referencing Document (RC)
Inventory Freeze	Physical Inventory Freeze Reference Table (INVF)
Item Definition, Item Add, Purchasing Attributes, Item Attributes, Default Put-Away Location, Production Cost	Inventory Maintenance, Inventory Inquiry Inquiries (INVN)
Material Stock Request (MSR)	Stock Request Document (XSRQ)
Menu/Sub-Menu Navigation	Page Search / Document Catalog
n/a	Warehouse Inventory (Bin) Location Reference Table (ILOC)

PeopleSoft Financial System (PSFS)	BEST Advantage System - Financial
n/a	Lead Time Calculation batch process
PSFS Query – YTD Usage	ABC Classification Parameter Reference Table (ABCP)
Reason Codes	Return Code Reference Table (RETC)
Receiver	Receiver Document (RC)
Re-order Point (manual)	Re-order Point Calculation batch process
Reserve, Confirm, Pick and Ship, and Deplete	Confirmation Issue Document (CI)
Reserve, Confirm, Pick and Ship, and Deplete	Pick and Issue Document, Issue Queue Inquiry (PI) (ISSQ)
Speedchart	Accounting Template (ACTPL)
Speedcharts with multiple account strings	Accounting Profile (ACTPR)

Document Navigation

On a page, you will see various options, buttons, fields and links that are used to interact with that page. Table 5 outlines the common navigational features used in Financial.

Table 5: Common Document Icons

Navigation Icon	Icon	Behavior
Action Menu		Displays a menu of available actions that can be performed on that page.
Calendar Tool		Available for selecting dates or date ranges from an interactive calendar.
Check Box		Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window		This button is located at the top right corner of a window and closes the window when selected.
Copy Line		Used to copy the current line. Use with the Insert Copied Line link.
Delete		Used on a line (accounting, commodity) to delete the current line.
Drop-down List		Provides a static list of values available for selection.
Eyeball		Used to display additional details.

Navigation Icon	Icon	Behavior
Pick List		Provides a list of related reference data items available for selection.
Rollups		Used to expand and collapse sections of a page. The down arrow expands all of the available sections. The side arrow collapses the sections.

Icons

Icons used throughout this course are listed in Table 6.

Table 6: Icons Used in Course Guide

Icon	Description
	The Information icon identifies key pieces of information that you need to know.
	The Warning icon identifies important notices such as “once you submit a document, you cannot delete it.”
	The Reminder icon identifies hints and tips such as shortcut keys, etc.

Formats

Formatted text is used throughout this course to highlight key fields and information. Definitions are listed in Table 7.

Table 7: Text Formatting in Course Guide

This convention...	Is used for these items...	Examples
Bold	Fields Buttons Links Check boxes Menu options	In the School Loc/Activity field, enter the code. Click Save to save the changes on the document. Click the Document ID link to open the document. Check the Auto Numbering check box. In the dropdown box, select Yes .
<i>Bold Italics</i>	User-entered values	In the Vendor field, enter <i>145395847</i> . Locate the budget layout value <i>on your data card</i> . In the Request Code field, enter your last name.
"Double quotes"	Example text	An example of a broadcast message is "BEST Advantage System – Financial (FIN) will be unavailable after 5:00 pm tonight due to scheduled maintenance."
(Parentheses)	Acronyms Page codes associated with tables, documents, or inquiries.	The BEST Advantage System – Financial (FIN) is used to create documents to support transaction processing. Inventory Maintenance Table (INVN) Chart of Accounts (COA)
<u>Underline</u>	Sections within the document.	Refer to <u>Appendix A</u> for the list of acronyms.

Appendix C – Check Your Progress Answers

Below are answer keys to the Check Your Progress quizzes provided at the end of each lesson.

Lesson 2: Navigation Refresher

1. **b. and c.** The two types of pages reviewed were: inquiry pages and documents.
2. **a. True.** Your user ID and password for Financial are case-sensitive.

Lesson 3: Inventory Transactions

1. **a. True.** The XSRQ cannot be modified. If you need to change your order cancel the original document and create a new XSRQ.
2. **b. False.** The Stock Return must be created by copying forward the originating XSQR or OC document.

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