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GENERAL INFORMATION

The Warehouse/ Inventory System provides:

- The Purchasing Department with a computer system for Warehouse ordering and inventory control
- Accurate and timely reports
- A history and an audit trail of warehouse items
- Campuses and/or sites the ability to order items using a terminal in place of a requisition
- Increased budget control

The Warehouse Inventory System interacts with the FACS financial system to provide:

1. On-line updates of Warehouse Inventory Catalog Master Records
2. On-line update of Warehouse Requisitions
3. Printing of Daily Warehouse Issues
4. Weekly Stock Status Reports
 - a. Weekly Back Order Report
 - b. Inventory Option
5. Annual History Report
 - a. Year-end Statistics and Analysis Report
 - b. Warehouse Inventory Report
 - c. Detail of Activity
6. Prints Warehouse Catalog
7. On-Line display screen for History Detail Records

When a requisition is input via a terminal, the system checks the account number to ensure it is valid with a proper object code (see chart below) and verifies the vendor number is on file. At the end of each day, when the issue forms are printed, journal transactions for Finance are automatically created and posted.

Understanding the Automatic Offsets

			G.L.#
4301	OVERHEAD	To be used for expenses incurred by the warehouse for receiving, warehousing and distributing Warehouse items in addition to the cost of merchandise. Offsets to General Ledger number 9321.	9321
4302	PURCHASING	Used for the purchasing of inventory. Warrants issued to purchase offsets to 9110 and posts to 9322 in the General Ledger.	9322
4303	ISSUES	Account used to deplete inventory "Issues" and charges the site. The General Ledger offset is 9323 and the end result to cash would be net zero.	9323
4304	ADJUSTMENTS	To be used for adjusting year-end inventory due to physical inventory discrepancies, deterioration, obsolescence, etc. Offsets to General Ledger number 9324.	9324

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WAREHOUSE INVENTORY PROGRAMS

The following files are used in the Warehouse Inventory System:

1. WAREHOUSE INVENTORY FILE consisting of:

- a. WAREHOUSE CATALOG SEGMENT All current information on a catalog item
- b. WAREHOUSE TRANSACTION SEGMENT All orders and back orders for a catalog
- c. WAREHOUSE HISTORY SEGMENT All activity for a catalog item

2. WAREHOUSE INVENTORY LOG FILE consisting of:

- a. WAREHOUSE LOG RECORD A record of every transaction to the Warehouse Inventory File entered through the terminals.

Programs in the WAREHOUSE INVENTORY SYSTEM include:

- SCAT- On-Line Warehouse Catalog Update
- SREQ- On-Line Warehouse Ordering Program
- SHST- On-Line Warehouse History Report
- WI01- Print Daily Warehouse Issues
- WI02- Print Weekly Stock Status Report, Back Order Report and/or Optional Inventory Cards
- WI03- Print Annual (Quarterly) History Report, Warehouse Issue Summary Report, and Annual Warehouse Inventory Report
- WI04- Print Warehouse Catalog
- WI05- Print Warehouse Usage Report

The following programs are Information Technology internal programs used for storing and maintaining the Warehouse Inventory system files.

- WI10- Update Batch #'s & Cut-Off Dates for Next Year
- WI11- Create Download File From Warehouse Inventory File
- WI70- Roll Catalog to New Fiscal Year
- WI71- Delete Back Fiscal Year Data
- WI88- Move Zero to Warehouse-Begin-Inventory-Quantity
- WI95- List all the Data on the Warehouse Data Base
- WI96- List the Log File for the Warehouse Inventory Updates

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WAREHOUSE INVENTORY CATALOG NUMBER UPDATE SCAT

To display, add, change and delete Warehouse catalog items on the warehouse inventory file, **enter**
SCAT=XXXXACT:

XXXX =	Catalog #
ACT =	Action (ADD, CHG, DEL, ETC.)

A screen showing all data currently on file for this catalog number (or a formatted screen if the item is not yet on file) will be displayed on the screen.

```

SCAT=1085ADDUPD
          STORES CATALOG UPDATE
1. ACTION                ADD
2. CATALOG NUMBER        1085
3. DESCRIPTION OF ITEM (LINE 1)  X          )
4. DESCRIPTION OF ITEM (LINE 2)  X          )
5. DESCRIPTION OF ITEM (LINE 3)  X          )
6. DIMENSIONS OF ITEM          X          )
7. UNIT OF ISSUE            X          )
8. DESCRIPTION OF UNIT OF ISSUE X          )
9. CATALOG CATEGORY        XX
10. REORDER POINT          NNNNN
11. UNIT PRICE (UNIT OF ISSUE COST) NNNN.NN
12. BIN NUMBER             XXXX
13. MAXIMUM INVENTORY QUANTITY  NNNNNN
14. PURCHASE ORDER NUMBER FOR ON-ORDER XXXXX
15. VENDOR NUMBER          XXXXXX
16. QUANTITY ON ORDER      NNNNNN
17. QUANTITY RECEIVED      NNNNNN
18. BEGINNING QUANTITY     NNNNN
19. QUANTITY ON HAND        NNNNNN
*****
BACK ORDERED          BOOK VALUE OF INVENTORY ON HAND
VENDOR NAME
    
```

FIELD DEFINITIONS:

- 1. ACTION Must be 'ADD' or the message 'INVALID ACTION' will be displayed on the screen.
- 2. CATALOG NUMBER Required field. Must be a number from 1001 through 9999 that is not already in use or the message 'INVALID CATALOG NUMBER' will be displayed.
- 3,4,5. DESCRIPTION OF ITEM, Lines 3,4, & 5 Can be any descriptive wording that conforms to description standards. There must be at least the first line of description or the message 'MISSING ITEM DESCRIPTION' will appear on the screen.
- 6. DIMENSIONS OF ITEM Can be any descriptive wording or spaces if no dimensions are needed.
- 7. UNIT OF ISSUE Required field. Can be any descriptive wording. If spaces are entered in this field the message 'MISSING UNIT OF ISSUE' will appear on the screen.

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SCAT=1085ADDUPD	
STORES CATALOG UPDATE	
1. ACTION	ADD
2. CATALOG NUMBER	1085
3. DESCRIPTION OF ITEM (LINE 1)	X)
4. DESCRIPTION OF ITEM (LINE 2)	X)
5. DESCRIPTION OF ITEM (LINE 3)	X)
6. DIMENSIONS OF ITEM	X)
7. UNIT OF ISSUE	X)
8. DESCRIPTION OF UNIT OF ISSUE	X)
9. CATALOG CATEGORY	XX
10. REORDER POINT	NNNNN
11. UNIT PRICE (UNIT OF ISSUE COST)	NNNN.NN
12. BIN NUMBER	XXXX
13. MAXIMUM INVENTORY QUANTITY	NNNNNN
14. PURCHASE ORDER NUMBER FOR ON-ORDER	XXXXX
15. VENDOR NUMBER	XXXXXX
16. QUANTITY ON ORDER	NNNNNN
17. QUANTITY RECEIVED	NNNNNN
18. BEGINNING QUANTITY	NNNNN
19. QUANTITY ON HAND	NNNNNN

BACK ORDERED	BOOK VALUE OF INVENTORY ON HAND
VENDOR NAME	

FIELD DEFINITIONS (Cont.)

- | | | |
|-----|------------------------------|---|
| 8. | DESCRIPTION OF UNIT OF ISSUE | Can be any descriptive wording or spaces if no description is needed. |
| 9. | CATALOG CATEGORY | A two-character code to describe the category this catalog item is for: i.e. 'CO' for classroom and office supplies, 'OP' for operational supplies, etc. (See chart on page 8) This field is required and must be a valid category code otherwise the message 'INVALID CATALOG CATEGORY' will be displayed on the screen. |
| 10. | REORDER POINT | Required field. Must be a 5 position numeric field not equal to or greater than the maximum inventory quantity (item 13) or the message 'INVALID REORDER POINT' will be displayed on the screen. NOTE: If the quantity is less than 5 spaces, precede number with zeroes. i.e. 25 = 00025 |
| 11. | UNIT PRICE | Required Field and must be a valid numeric amount entered in the format NNNN.NN. (N=valid number from 0 thru 9). i.e. \$10.50 is entered as 0010.50. The message 'INVALID UNIT PRICE' will be displayed if the data is not valid. The actual selling unit price is calculated to include sales tax and overhead charges. |
| 12. | BIN NUMBER | Can be any 4-character or spaces |

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SCAT=1085ADDUPD

STORES CATALOG UPDATE

1. ACTION	ADD	
2. CATALOG NUMBER	1085	
3. DESCRIPTION OF ITEM (LINE 1)	X)
4. DESCRIPTION OF ITEM (LINE 2)	X)
5. DESCRIPTION OF ITEM (LINE 3)	X)
6. DIMENSIONS OF ITEM	X)
7. UNIT OF ISSUE	X)
8. DESCRIPTION OF UNIT OF ISSUE	X)
9. CATALOG CATEGORY	XX	
10. REORDER POINT	NNNNN	
11. UNIT PRICE (UNIT OF ISSUE COST)	NNNN.NN	
12. BIN NUMBER	XXXX	
13. MAXIMUM INVENTORY QUANTITY	NNNNNN	
14. PURCHASE ORDER NUMBER FOR ON-ORDER	XXXXX	
15. VENDOR NUMBER	XXXXXX	
16. QUANTITY ON ORDER	NNNNNN	
17. QUANTITY RECEIVED	NNNNNN	
18. BEGINNING QUANTITY	NNNNN	
19. QUANTITY ON HAND	NNNNNN	

 BACK ORDERED BOOK VALUE OF INVENTORY ON HAND
 VENDOR NAME

FIELD DEFINITIONS (Cont.)

- | | |
|--|---|
| 13. MAXIMUM INVENTORY QUANTITY | Required field. Must be a valid numeric quantity from 1 thru 999,999 entered with zeroes preceding any digit less than 6 spaces. i.e. 1,000 = 001000. The message 'INVALID MAXIMUM INVENTORY QUANTITY' will be displayed if quantity is in error. Maximum inventory quantity must be larger than reorder point. |
| 14. PURCHASE ORDER NUMBER FOR ON-ORDER | This field is only available on the 'PUR' transaction. |
| 15. VENDOR NUMBER | This field is only available on a 'PUR' transaction. It must be a valid vendor currently on the vendor file or the message 'INVALID VENDOR' will be displayed on the screen. |
| 16. QUANTITY ON ORDER | This field is not available on an 'ADD' transaction. It must be a valid 6-position number or the message 'INVALID QUANTITY ON ORDER' will be displayed on the screen. |
| 17. QUANTITY RECEIVED | Only available on a 'REC' transaction. Must be a valid 6-position number or the message 'INVALID QUANTITY RECEIVED' will be displayed on the screen. |
| 18. BEGINNING QUANTITY | Self-Explanatory |
| 19. QUANTITY ON HAND | Beginning amount less quantity ordered and shipped |

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SCAT=1085ADDUPD

STORES CATALOG UPDATE

1. ACTION	ADD		
2. CATALOG NUMBER	1085		
3. DESCRIPTION OF ITEM (LINE 1)	X)	
4. DESCRIPTION OF ITEM (LINE 2)	X)	
5. DESCRIPTION OF ITEM (LINE 3)	X)	
6. DIMENSIONS OF ITEM	X)	
7. UNIT OF ISSUE	X)	
8. DESCRIPTION OF UNIT OF ISSUE	X)	
9. CATALOG CATEGORY	XX		
10. REORDER POINT	NNNNN		
11. UNIT PRICE (UNIT OF ISSUE COST)	NNNN.NN		
12. BIN NUMBER	XXXX		
13. MAXIMUM INVENTORY QUANTITY	NNNNNN		
14. PURCHASE ORDER NUMBER FOR ON-ORDER	XXXXX		
15. VENDOR NUMBER	XXXXXX		
16. QUANTITY ON ORDER	NNNNNN		
17. QUANTITY RECEIVED	NNNNNN		
18. BEGINNING QUANTITY	NNNNN		
19. QUANTITY ON HAND	NNNNNN		

BACK ORDERED BOOK VALUE OF INVENTORY ON HAND
 VENDOR NAME

FIELD DEFINITIONS (Cont.)

The information displayed at the bottom of the screen will be calculated automatically and is not entered through the terminal.

BACK ORDERED	Total number of items currently on back order for the catalog item.
BOOK VALUE OF INVENTORY ON HAND	A dollar amount calculated using the formula: Quantity on Hand X Unit Price = Inventory Book Value
VENDOR NAME	Vendor name and address will be displayed if an order has been initiated for the catalog item.

TO ADD A RECORD:

- ADD:**
- SCAT=NNNNADD
- Used to create a new Warehouse item on the inventory file.
 - All Data Fields can be updated with this transaction, however it can only be used once for each catalog item.
 - Thereafter, the 'CHG' (change), 'CST' (cost corrections) or 'ADJ' (adjust quantity) transactions must be used to make changes.
 - When message 'TRANSACTION COMPLETED' appears, the Warehouse item has been successfully added to the file.

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TO CHANGE A RECORD:

- CHG:**
SCAT=NNNNCHG
- Used to make changes to any field on the catalog file EXCEPT Unit Price, Quantity Received and Quantity on Hand.
 - Can be used to adjust the Quantity on Order.
 - To cancel a purchase order, enter zeroes in the Quantity on Order field.
 - The 'TRANSACTION COMPLETED' message will appear if the change has been successful.

TO DELETE A RECORD:

- DEL:**
SCAT=NNNNDEL
- Used to flag a catalog item for deletion.
 - As long as a catalog item is on DELETE status, the message 'THIS ITEM FLAGGED FOR DELETE' will appear at the top of the screen if item is requested by a 'SCAT' transaction.
 - Items with transactions pending cannot be deleted until transactions have been removed from the record.

TO HOLD A RECORD:

- HLD:**
SCAT=NNNNHLD
- Used to place a catalog item on 'HOLD' status.
 - The item will not be available to order as long as it is on 'HOLD'.
 - Items with order transactions pending will be shipped as ordered, but no further orders will be allowed.
 - The message 'THIS ITEM ON HOLD STATUS' will appear at the top of the screen whenever the catalog item is requested by a 'SCAT' transaction.

TO RELEASE A RECORD:

- REL:**
SCAT=NNNNREL
- Used to 'RELEASE' a catalog item that is currently on 'HOLD' or 'DELETE' status.
 - Only the action 'REL' is needed for this transaction. The catalog item is then flagged as 'ACTIVE' and is then available.

TO CORRECT COST OF A RECORD:

- CST:**
SCAT=NNNNCST
- Used to 'CORRECT' the price per Unit of Issue.
 - The action 'CST' is only used with Item 11, Unit Price.
 - When entering the corrected unit price, include cost of overhead and taxes in the calculation, **this will not be done automatically.**
 - The price entered must be a valid numeric field preceded by zeroes and including decimal point.
 - The message 'INVALID UNIT PRICE' will be displayed on the top of the screen, if unit price is incorrect.
 - Once the new Unit Price is validated, the program will recompute and display the new 'BOOK VALUE OF INVENTORY ON HAND' using the formula:

$$\text{New Unit Price} \times \text{Quantity on Hand} = \text{NEW BOOK VALUE}$$

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TO ADJUST A RECORD:

ADJ:
SCAT=NNNNADJ

- Used to 'ADJUST' the Quantity on Hand. **IMPORTANT NOTE: The 'ADJ' transaction is only to be used to correct the Quantity on Hand when a discrepancy is discovered between what is actually in the warehouse and what is on the computer file. DO NOT USE this transaction for returns or received shipments.**
- The action 'ADJ' is only used with Item 19, Quantity on Hand.
- All other fields are displayed on the screen for information only.
- The new Quantity on Hand must be a valid numeric field or the message 'INVALID QUANTITY ON HAND' will be displayed at the top of the screen.
- If an item has any outstanding transactions to be processed, the message 'OUTSTANDING ORDERS ITEM PUT ON HOLD' will appear on the screen, thus the adjustment cannot be made.
- If an item is put on 'HOLD' after the adjustment is made, the item must be released (see 'REL' transaction) otherwise it will remain in the 'HOLD' status.
- Once the new quantity on hand is validated, the program will recompute and display the new 'BOOK VALUE OF INVENTORY ON HAND' using the formula:
$$\text{Unit Price} \times \text{New Quantity on Hand} = \text{New Book Value}$$

TO ADD PURCHASE ORDER TO A RECORD:

PUR:
SCAT=NNNNPUR

- This transaction is used to indicate a purchase order has been initiated for this catalog item. The following fields apply:
- 14. Purchase Order Number - Can be any combination of up to 7 characters. If spaces are used, the message 'MISSING PRUCHASE ORDER NUMBER' is displayed on the top of the screen.
- 15. Vendor Number - Must be a valid vendor number on the vendor file or the message 'INVALID VENDOR NUMBER' will appear at the top of the screen.
- 16. Quantity on Order - Valid 6 position numeric amount or the message 'INVALID QUANTITY ON ORDER' will be displayed at the top of the screen.
- To change a vendor number or purchase order number, change the Quantity on Order to '000000' using a 'CHG' transaction. This will cancel the entire order. Once this has been accomplished, re-enter all required data fields for a 'PUR' transaction. This method creates an audit trail with the correct information.
- To cancel an order, enter '000000' into the Quantity on Order field using the 'CHG' transaction.

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TO RECEIVE AN ITEM:

- REC:**
SCAT=NNNNREC
- Use this transaction to record items received and to be put in the warehouse.
 - There must be a 'Quantity on Order' to 'REC' an item or the message 'NO ORDER OUTSTANDING' will be displayed. The following fields apply:
 - 11. Unit Price - Must be a valid numeric field with decimal point. This is the unit price of the items received.
 - 17. Quantity Received - Must be a valid 6-position numeric field or the message 'INVALID QUANTITY RECEIVED' will be displayed on the screen.

SCAT PROGRAM VALIDATIONS (automatic program function):

After the fields have been validated, the following is done:

1. If the Quantity Received is equal to or greater than the Quantity on Order:
 - A. Blank out Purchase Order Number for On-Order
 - B. Blank out Vendor Number
 - C. Blank out Quantity on Order
2. If the Quantity Received is less than Quantity on Order:
 - A. Subtract Quantity Received from Quantity on Order and replace Quantity on Order with the new figure reflecting the Quantity still to be received.
 - B. DO NOT BLANK OUT Purchase Order Number for On-Order.
 - C. DO NOT BLANK OUT Vendor Number.
3. Calculate new unit price using the following formula:
 - A. Unit Cost of Received Items X Quantity Received = Received Cost
 - B. Received Cost X 1.XXX = Received Dollar Amount (the 1.XXX Factor = the Total Cost (100%) + the overhead factor (XX%) + current sales tax (X.X%) in decimal form).
 - C. Old Quantity on Hand X Old Unit Price = Old Dollar Amount
 - D. Old Quantity on Hand + Quantity Received = Total Quantity on Hand
 - E. Old Dollar Amount + Received Dollar Amount = Total Dollar Amount
 - F. Total Dollar Amount divided by Total Quantity on Hand = New Unit Price
 - G. Total Dollar Amount X Total Quantity on Hand = New Book Value of Inventory on Hand
4. Fills all outstanding back orders up to the Quantity Received that are currently on file. Changing all 'Back Order' Warehouse transactions to 'ISSUES' Warehouse transactions does this.
5. Releases the Warehouse Catalog File for further transactions. Until all processing for the 'REC' transaction is completed, the Warehouse Inventory database is not available to other terminals.

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ERRORS MESSAGES:

INVALID ACTION	Must enter a valid action code.
INVALID CATALOG NUMBER	Appears if a catalog number that already exists is being 'ADD'ed to the file.
MISSING ITEM DESCRIPTION	At lease one description line has not been entered.
MISSING UNIT OF ISSUE	Spaces are entered in the "Unit of Issue" field which requires a unit of issue, i.e., ea=each, bx=box
INVALID CATALOG CATEGORY	The catalog category must be valid, existing category supplied by the purchasing department.
INVALID REORDER POINT	The reorder point field data cannot be greater than the maximum inventory quantity field data.
INVALID UNIT PRICE	Price not entered as NNNN.NN
INVALID MAXIMUM INVENTORY QUANTITY	Quantity not entered.
INVALID VENDOR	The vendor # entered is not on the vendor file.
INVALID QUANTITY ON ORDER	An invalid number was entered.
INVALID QUANTITY RECEIVED	A valid # must be entered.
INVALID QUANTITY ON HAND	A valid # must be entered.

CATALOG CHART (Refer to Field Definitions, Item 9)

AV	Audio Visual Supplies
CO	Classroom and Office Supplies
CS	Custodial Supplies
DF	District Forms
FS	Food Supplies
GS	General Supplies
HS	Health Supplies
OP	Operational Supplies
PE	Physical Education Supplies
PS	Paper Supplies
TS	Test Forms

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WAREHOUSE INVENTORY ITEM REQUISITION SCREEN SREQ

To order or requisition school supplies (Warehouse) from the Warehouse catalog, **enter SREQ=**

STORES REQUISITION ORDER

ACTION (ORD,CAN,RET,CNG,DSP)

ACT

REQ

DELIVER TO

This transaction will create a warehouse transaction 'ISSUE' for each catalog item ordered under one REQUISITION NUMBER. No actual updated of the file is done until the operator enters 'POST' to post all ordered items to the file.

This screen is also used to:

- Change a Previous Order
- Cancel an Order
- Display an Order
- Return Items Previously Ordered and Received

Each field of the Warehouse Requisition Order form is required as follows:

FIELD DEFINITIONS:

ACTION: **ORD** To '**order**' an item from the warehouse
CAN To '**cancel**' a previous item or order
RET To '**return**' an item previously ordered and received
CNG To '**change**' an order
DSP To '**display**' an order

ACT: a. 25-Digit finance system budget account sequence number. Must be valid for the location entering the order. Message 'INVALID ACCOUNT NUMBER' will be display at top of screen if incorrect.
b. Object must be between 4000 and 4999 or 6400.

REQ: 5-Digit requisition number

DELIVER TO: Any 30 characters describing the delivery point in the sequence, BLDG #, ROOM # and NAME of person to deliver order to. If this is missing, the message, 'MISSING DELIVER POINT' will be displayed on the top of the screen.

Up to 15 catalog items may be ordered with one transaction. Any error message for a catalog Number will be displayed in the 'ITEM DESCRIPTION' area of each line that is invalid. If a line is correct the 30 character ITEM DESCRIPTION LINE 1 will be displayed for the item.

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TO ORDER AN ITEM:

ACTION ACT REQ DELIVER TO	STORES REQUISITION ORDER (ORD,CAN,RET,CNG,DSP)
------------------------------------	---

1. To order an item, type 'ORD' in the "ACTION" field. Fill in the ACT (25-Digit account number), REG (Requisition Number) and the Deliver To fields. Hit Enter.

STORES REQUISITION ORDER							
ACTION <u>ORD</u> (ORD,CAN,RET,CNG,DSP)							
ACT 0130101110100043000010540		REGULAR EDUCATION, K-12			JOHN MUIR ELEMENT		
REQ 50023		BUDGET BALANCE AS OF 04/30		\$3,107.13			
DELIVER TO: CCCOE							
DBS, 3 RD Floor							
CAT. ORD	UNIT	CATALOG ITEM			UNIT	EXTENDED	BACK
NUM. QTY	OF ISSUE	DESCRIPTION			PRICE	PRICE	ORDR
BACK ORDER TOTAL		\$0.00	REQUISITION TOTAL		\$0.00		

2. After hitting enter, the following will be displayed:
 - The program title and site name will be displayed next to the account number.
 - The latest budget balance as of MM/DD will be displayed to the right of the "REQ".
 - Below the 'Deliver To' line additional fields will be displayed to facilitate requesting an order. There are 15 available lines to type in data for items to be ordered. At the bottom of the screen there is a total for 'Back Order' and 'Requisition'.
3. Type in the "Catalog Number" and the "Order Quantity" for the items to be ordered beginning with line 1 and hit ENTER. The Unit of Issue, Catalog Item Description, Unit Price, Extended Price and Back Order information will automatically be filled in from the Warehouse Inventory files.

CAT. ORD	UNIT	CATALOG ITEM			UNIT	EXTENDED	BACK
NUM. QTY	OF ISSUE	DESCRIPTION			PRICE	PRICE	ORDR
'1085 003							

After the ENTER key is hit, the full screen is displayed. At this time the message 'ENTER "POST" TO PLACE ORDER AS SHOWN' will appear under the "DELIVER TO" field with the cursor positioned to the left of the "POST" message. If there is not enough stock on hand to fill a requested item, the number of items to be "BACK ORDERED" will appear in the "BACK ORDR" field.

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XXXX	ENTER "POST" TO PLACE ORDER AS SHOWN						
CAT.	ORD	UNIT	CATALOG	ITEM	UNIT	EXTENDED	BACK
NUM.	QTY	OF	DESCRIPTION		PRICE	PRICE	ORDR
1085	003	CASE	COMPUTER	SUPPLIES-PAPER	\$12.10	\$36.30	

NOTE: If a "BACK ORDR" is not required for this item, either adjust the "ORDER QUANTITY" to an amount that will eliminate the need for a "BACK ORDR", or key in "XXXX" or spaces over the "CATALOG NUMBER" to eliminate the item from the order.

If the order is to be placed, key in "POST" in the four spaces to the left of message "ENTER "POST" TO PLACE ORDER AS SHOWN" and hit the ENTER key. The message "REQUISITION HAS BEEN POSTED, READY FOR NEXT TRANSACTION" will be displayed on the screen when all processing for the order is completed. If the order is NOT to be placed, press the PF1 key and the transaction will be terminated. Updating of the file is done when the operator enters "POST" and hits the ENTER key.

Once the ordered item(s) have been "POSTED" any changes or cancels must be done using the 'CNG' or 'CAN' transactions. If more than 15 items are ordered, a second requisition number and another 'ORD' transaction must be placed.

TO DISPLAY AN ITEM:

1. Type in "DSP" in the "ACTION" field
2. Fill in the "ACT" field with 25-Digit Account Number
3. Enter the "REQ" number
4. Fill in the "DELIVER TO" field
5. Hit Enter
6. On the expanded screen, enter the catalog # of the item and hit enter
7. The orders for the requisition "REQ" number will be displayed.

TO CHANGE AN ITEM:

1. Type in "CNG" in the "ACTION" field
2. Fill in the "ACT" field with 25-Digit Account Number
3. Enter the "REQ" number
4. Fill in the "DELIVER TO" field
5. Hit Enter
6. "CHANGE" order (restricted to quantity)
This transaction is used to change the quantity of a catalog item previously ordered. It is not necessary to key in the "DELIVER TO" information on a "CNG" transaction. POST new quantity on hand when the message "ENTER 'POST' TO PLACE ORDER AS SHOWN" appears.

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TO CANCEL AN ITEM:

1. Type in "CAN" in the "ACTION" field
2. Fill in the "ACT" field with 25-Digit Account Number
3. Enter the "REQ" number
4. Fill in the "DELIVER TO" field
5. Hit Enter
6. "CANCEL" order (must be item by item as on the requisition)
This transaction will cancel only one item at a time. Each catalog number previously ordered must be entered as an individual "CAN" transaction. It is not necessary to key in the "DELIVER TO" information on a "CAN" transaction. POST new quantity on hand when the message "ENTER 'POST' TO PLACE ORDER AS SHOWN" appears.

TO RETURN AND ITEM:

1. Type in "RET" in the "ACTION" field
2. Fill in the "ACT" field with 25-Digit Account Number
3. Enter the "REQ" number
4. Fill in the "DELIVER TO" field
5. Hit Enter
6. "RETURN" items (restricted to District Office employees)
This transaction is used to return items to the warehouse. It will create a "CREDIT MEMO WAREHOUSE ISSUE". The original requisition number is used for this transaction. Items returned will be credited at the current unit price, not the price paid.

FIELD DEFINITIONS:

CAT. NUM.: 4-Digit number and must be a valid catalog item currently on active status on the file. Error messages include:
-CATALOG NUMBER IS NOT NUMERIC
-CATALOG NUMBER NOT ON FILE
-DELETED CATALOG ITEM
-CATALOG ITEM ON HOLD STATUS

ORD QTY: 3-Digit number using leading zeroes to fill all 3 digits. For example, a quantity ordered of '5' would be typed as '005'. The quantity ordered cannot be zero. Error message: 'ORDER QUANTITY IS NOT NUMERIC'.

DISPLAY FIELDS ONLY

UNIT OF ISSUE & CATALOG ITEM DESCRIPTION: Data cannot be typed in. This information is displayed automatically from the program file after the enter key is hit.

UNIT PRICE: This information is displayed automatically.

EXTENDED PRICE: For each catalog item ordered. This is the order quantity less any back orders times the unit price.

BACK ORDR: Number of items to be back ordered for each catalog item ordered.

BACK ORDER TOTAL: Total dollar amount for all back ordered items.

REQUISITION TOTAL: Total dollar amount for this order.

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ERRORS: If an error is found at any time, the cursor will be positioned under the field and a message explaining the error will be displayed in the catalog item description field.

ACTION 'INVALID ACTION' message will appear if not correct

ACT 'INVALID ACCOUNT NUMBER' message will appear if not correct

DELIVER TO 'MISSING DELIVER POINT' will appear if nothing is entered

CAT NUM (Catalog Number) error messages are:
CATALOG NUMBER IS NOT NUMERIC
CATALOG NUMBER NOT ON FILE
DELETED CATALOG ITEM
CATALOG ITEM ON HOLD STATUS
Any error messages for a 'CATALOG NUMBER' will be displayed in the 'ITEM DESCRIPTION' area of each line that is invalid.

ORD QTY (Order Quantity) 'ORDER QUANTITY IS NOT NUMERIC' message will appear if incorrect data is entered. The quantity ordered cannot be zero.

DISTRICT BUSINESS SERVICES

TO: Stores Warehouse Users
FROM: Lisa Erwin, District Support Analyst
DATE: July 18, 2002
SUBJECT: SHST – View access for two Fiscal Years

As of July, 2002 a new feature has been added to the on-line warehouse history transaction. You can now view history on SHST for two fiscal years. I've enclosed instructions which should be added to the manual and shared within the department.

I've tried to make the instructions as clear as possible and invite your comments. Please don't hesitate to contact me at 229-1000 ext. 1258 or email me at lerwin@4cd.net

K12 FACS WAREHOUSE/INVENTORY MANUAL (Stores) SHST - Online Warehouse History

NEW AND IMPROVED FUNCTION AS OF JULY, 2002!

You may now view two years of history on the warehouse system by following these instructions.

To view **CURRENT FISCAL YEAR** history, type: SHST=CCCCMMDDYY

- CCCC = catalog number
- MMDDYY = Choose month/day/year as a start date to view items as ordered.

The program assumes you want to look at the **CURRENT FISCAL YEAR** (07/01/02 – 06/30/03) so you must take into consideration that your district may have started current fiscal year entries late in June of the previous fiscal year.

Example: FY01/02 cutoff date for stores 6/25/02
FY02/03 input of issues and purchases of warehouse items started 6/28/02

To view current fiscal year (02/03) history you would type: SHST=CCCC062802

- notice the year is the year data entry started for the new fiscal year -

To view **PRIOR FISCAL YEAR** history, type: SHST=CCCCMMDDYYXXXX

- CCCC = catalog number
- MMDDYY = Choose month/day/year as a start date to view items requisitioned/purchased.
- XXXX = prior fiscal year in century

Year end schedule: FY01/02 start date for stores 6/25/01
 FY01/02 cutoff date for stores 6/25/02
 FY02/03 start date for stores 6/28/02

Example:

To view prior fiscal year (01/02) history type: SHST=CCCC0625012002

- Notice the century is the end of the last fiscal year 01/02 -

Input on the call line in this manner will start the history of data entries from the beginning of the 01/02 fiscal year, 6/25/01, which can be paged forward to the end of the fiscal year, 6/25/02. You may start this in any month/day/year of choice that falls within the period of that fiscal year, as long as you remember to put the century at the end of the call line.

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WAREHOUSE CATALOG HISTORY DISPLAY SHST

To initiate a display of all HISTORY for a catalog item, enter the transaction code, catalog number and desired starting date, **SHST=NNNN/MODAYR**, i.e. SHST=17750701XX

STORES INVENTORY HISTORY																			
CATALOG NO=		1775		CATEGORY=		GS		BIN=		UNIT PRICE=		1.75		STATUS=		ACTIVE			
DESC 1=		PINS: STRAIGHT		ON HAND =		81		REORDER=		10									
DESC 2=				ON ORDER=		0		MAX INV=		100									
DESC 3=				PO NO.=				BEG QNTY=		89									
ISSUE UNIT=		BOX		ISS DESC=				DIMENS=											

TRANSACTIONS:										REQ ORD.		SHIP		UNIT					
DATE		TIME		ACTION		LOC		GOAL		DESCRIPTION		NO.		QNTY		QNTY		COST	
082801		13:48		ISSUED		004		REGULAR		EDUCATION, K		53592		4		4		1.75	
								01-7260-1110-1000-4300-004-0-611											
082901		14:12		ISSUED		001		REGULAR		EDUCATION, K		61479		3		3		1.75	
								01-0000-1110-2700-4300-001-0-102											
012402		15:57		ISSUED		090		UNDISTRIBUTED				61665		1		1		1.75	
								01-0000-0000-7300-4300-090-0-756											
*** END OF HISTORY ***																			

If the catalog item entered is not on file, the message 'CATALOG ITEM NOT ON FILE' will be displayed at the top of the screen. If the dated entered is not a valid calendar date, the message 'INVALID START DATE' will be displayed at the top of the screen.

READING THE SCREEN:

1. Lines 1 through 5 shows all data items as currently on file. When an item is added it will display one line per data field.
2. A line of asterisks separates the catalog description data lines from the transactions.
3. All transactions will be displayed on the screen in date and time order, one line per transaction, except for the CHANGE transactions that will take one line for each data field change. RECEIVED transactions will take 3 lines to display the BEFORE, the RECEIPTS, and the AFTER data.
4. Transaction lines will continue to the bottom of the screen. If there are more transactions than fit on one screen, the message 'FOR FURTHER HISTORY, press enter key' will be displayed on the last line of the screen.

K12 FACS WAREHOUSE/INVENTORY MANUAL

WAREHOUSE INVENTORY HISTORY TRANSACTIONS DETAILED DESCRIPTION

- ADD** An ADD transaction creates three History Records that will include every data item on the Warehouse root segment.
- CHG** A CHANGE CATALOG ITEM transaction creates up to three History records depending on the data fields being changed. (This transaction does not include price per unit of issue or quantity on hand.)
- DEL** A DELETE transaction creates only one History Record.
- HLD** A HOLD transaction creates only one History Record.
- REL** A RELEASE transaction creates only one History Record.
- REC** A RECEIVED transaction creates one History Record which includes:
1. Purchase Order Number
 2. Vendor Number
 3. Quantity on Hand, Before
 4. Quantity Received
 5. Quantity on Hand, After
 6. Unit Price, Before
 7. Unit Price of Receipts
- NOTE: This transaction prints as three lines
8. Unit Price, After
- CST** A COST CORRECTION transaction will create one History Record that will include unit price BEFORE and unit price AFTER.
- PUR** A PURCHASE transaction will create one History Record which will include:
1. Purchase Order Number
 2. Vendor Number
 3. Quantity On Order
- ADJ** An ADJUST QUANTITY transaction will create one History Record that will include Quantity On Hand Before Adjustment and Quantity On Hand After Adjustment.
- ORD** An ORDER transaction will create one History Record per catalog item which will include:
1. Account Number
 2. Requisition Number
 3. Quantity Ordered
 4. Quantity Issued
 5. Quantity Back Ordered
 6. Unit Price
 7. Extension

K12 FACS WAREHOUSE/INVENTORY MANUAL

WAREHOUSE INVENTORY HISTORY TRANSACTIONS DETAILED DESCRIPTION (cont.)

- RET** A RETURN transaction will create one History Record which will include:
1. Account Number
 2. Requisition Number
 3. Quantity Returned
 4. Unit Price
 5. Extension
- CAN** A CANCEL transaction for back ordered items only will create one History Record which will include:
1. Account Number
 2. Requisition Number
- CNG** A CHANGE ORDER transaction for back ordered items only will create one History Record which will include:
1. Account Number
 2. Requisition Number
 3. Changed Quantity Ordered
 4. Changed Extension
 5. Changed Issue Quantity
 6. Changed back order amount, if applicable
- BKO** A BACK ORDER History Record will be created for all items on an ORDER transaction that become BACK ORDERED. It will include:
1. Account Number
 2. Requisition Number
 3. Quantity Back Ordered

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The calculation for returned items entry debit transactions for overhead and purchases account is the same as steps 4 and 5 respectively except the signs are reversed.

This program will clear all ISSUED requisition records and build a History record for each one, including Back Orders and Returns.

NAME OF DISTRICT

REQ. NO. 79019

DELIVER TO: Name of Requestor

ACCT 01-7005-5750-1110-4310-290-0-573

DATE 02/25/02

CATALOG NUMBER	QUANTITY SHIPPED	UNIT OF ISSUE	ITEM DESCRIPTION	BIN NO.	UNIT PRICE	EXTENDED PRICE	QUANTITY ON BACK ORDER
1034	6	EACH	BASKET,FILE,LETTER,WIRE,3"	7D7	2.73	16.38	
1060	2	PACKAGE	POST IT NOTES,1 1/2" X 2"	19E6	3.29	6.58	
1117	8	EACH	POST IT NOTES,3" X 3" ADHESIVE	19E7	.65	5.20	
1735	2	DOZEN	PENS,BALLPOINT,BLACK,MEDIUM	13E5	1.00	2.00	
1872	2	DOZEN	PENCILS, #2 SOFT,4TH GRADE UP	7B5	.64	1.28	
1885	1	DOZEN	PENS,BALLPOINT,BLUE,MEDIUM	14E7	.99	.99	
1887	1	DOZEN	PENS,BALLPOINT,RED,MEDIUM	13E6	.82	.82	
2075	1	EACH	STAPLER, DESK SIZE	8E4	3.85	3.85	
2149	3	ROLL	TAPE,TRANSPARENT,FROSTY,3/4"	13A6	.94	2.82	
			** TOTAL \$			39.92	**

K12 FACS WAREHOUSE/INVENTORY MANUAL

WEEKLY STOCK STATUS REPORT WI02

PURPOSE: To provide two specific reports on weekly basis.

Weekly Stock Status Report Includes all catalog items in catalog number sequence.

Back Order Report Includes all items on Back Order sequenced by location, account number and catalog number with page breaks by location

OPTIONS: Print Inventory Cards

The sequence of this report is by Stores Catalog number. The report lists all store items warehoused and will identify those items that need to be reordered or those items that have been reordered and are not yet received. Once a purchase order is added to the file, the 'REORDER' message will no longer appear.

A Back Order Report is produced for each location. The report is in account number sequence by catalog number.

Items on 'HOLD' and 'DELETE' status are reflected.

NAME OF DISTRICT
WEEKLY STOCK STATUS REPORT
FOR WEEK ENDING 05/08/02

CATALOG NUMBER	DESCRIPTION	UNIT ISSUE	ITEMS ON HAND	REORDER POINT	BACK ORDERED	ITEMS ON ORDER	MAX INV QUANTITY	PURCHASE ORDER NO.	COMMENTS
8001-FS	DESCALER/DELIMER/BY PURITAN	CASE	5	1	0	0	50		
8002-FS	APRONS/PL BIB 1000	1000/CASE	6	1	0	0	50		
8003-FS	BLEACH, CASE 6/1 GAL	CASE	21	1	0	0	84		
8004-FS	CLEANER, ALL PURPOSE, WIF	CASE	12	1	0	0	75		
8005-FS	CLEANER ALL-PURPOSE, PINE GEL	CASE 4/CS	6	1	0	0	50		
8006-FS	LYSOL ANTIBACTERIAL CLEANER	CASE	16	1	0	0	25		
8007-FS	CAPS - CELLUCAP	BOX	24	1	0	0	60		
8008-FS	TOWELS, DISPOSABLE	240/CS	22	1	0	0	150		
8009-FS	DETERGENT, DISHMACHINE-DESTAIN	CT	3	1	0	0	75		
8010-FS	DETERGENT, DAWN LIQUID SOAP	CASE	11	1	0	0	75		
8011-FS	GLOVES, RUBBER 18" MEDIUM	PAIR	30	1	0	0	50		
8012-FS	GLOVES, LATEX LARGE	PAIR	165	1	0	0	100		
8013-FS	HAIR NETS - 1/144 BX (10 EA)	EACH BOX	49	1	0	0	150		
8014-FS	GLOVES, DISPOSABLE 1000/BOX	10/100 CS	24	1	0	0	100		
8015-FS	OVEN CLEANER, MR MUSCLE 1/190Z	6/CS	8	1	0	0	150		
8016-FS	POT HOLDERS, ROUND TERICLOTH	EACH	232	1	0	0	36		
8017-FS	SCOURING PADS/SCOTCH GREEN PAD	BOX	12	1	0	0	35		
8018-FS	SCOURING PADS, STAINLESS STEEL	1 BOX	13	1	0	0	40		
8021-FS	DETERGENT, LOW TEMP. 5 GAL.	CT.	3	1	0	0	20		
8022-FS	SANITIZER, LOW TEMP. 5 GAL.	CT.	0	1	0	0	75		REORDER
8023-FS	RINSE, LOW TEMP. 5 GAL.	CT.	3	1	0	0	75		
8024-FS	RINSE EZE, HIGHLIGHT 4/GAL CS	CASE	2	1	0	0	75		
8025-FS	GREASE DIGESTANT 5 GAL.	CT	12	1	0	0	50		
8027-FS	PAN GRABBERS JR	EACH	0	1	0	0	50		DELETED
8100-FS	BAGS, PASTRY 12" X '18	EACH	0	1	0	0	10		REORDER
8101-FS	BAKER, SCRAPER 8" X 2-1/2"	EACH	0	1	0	0	10		REORDER
8102-FS	BATTER, PITCHER, 2 QT.	EACH	0	1	0	0	10		REORDER
8103-FS	BLADE FOR #1 EDLUND CAN OPENER	EACH	7	1	0	0	10		
8104-FS	BLADES SECT. 6-CUT	EACH	0	1	0	0	10		REORDER
8105-FS	BLADES, SECT. 8-CUT	EACH	0	1	0	0	10		REORDER
8106-FS	BLENDER, 2 QUART	EACH	0	1	0	0	10		REORDER
8107-FS	BOWLS, PLASTIC, FRUIT, 5 OZ.	DOZEN	0	1	0	0	10		REORDER
8108-FS	BOWLS, PLASTIC, 9 OZ.	DOZEN	0	1	0	0	10		REORDER

WI02

INVENTORY CARD

CATALOG NUMBER: 8001-FS BIN NO.

CATALOG DESCRIPTION #1 - DESCALER/DELIMER/BY PURITAN

CATALOG DESCRIPTION #2 - S/F 424635 4/1 GIVEN BY CASE

CATALOG DESCRIPTION #3 - SC

DIMENSIONS: 4/1 GAL

ON HAND: 5 UNIT ISS: CASE ISS. DESC: 4/1GAL/CASE

COUNT: ----- BY: -----

VERIFIED: ----- BY: -----

RECHECK: ----- BY: -----

K12 FACS WAREHOUSE/INVENTORY MANUAL

ANNUAL HISTORY REPORT WI03

PURPOSE: To list in catalog number sequence, a detailed list of every transaction for the fiscal year for each catalog item on the Stores Inventory File. In addition, to generate a Stores Issues Summary Report and an Annual Stores Inventory Report.

OPTIONS: On Annual Report Only
Clear all catalog items flagged 'DELETE'
Clear all History Transactions

The Annual Stores Inventory Report calculates and prints the unit cost of each catalog items to include the tax and exclude the overhead. The following steps are used in this calculation:

1. Quantity On Hand X Item Unit Price = Total Inventory Price
2. Total Inventory Price Divided by (1.000 + Tax Overhead %) = Base Total Price
3. Base Total Price X 1.0 tax rate = Total on Hand Inventory Costs (Including Tax
4. Total On Hand Inventory Costs Divided by Quantity On Hand = Unit Cost

Name of District
STORES INVENTORY HISTORY
ANNUAL REPORT

1010 =CATALOG NO CATEGORY= GS BIN= UNIT PRICE= 1.00 STATUS= ACTIVE
 DESC 1= TEST ON HAND = 6 REORDER= 5
 DESC 2= ON ORDER= 0 MAX INV= 13
 DESC 3= PO NO.= VENDOR =
 ISSUE UNIT= EACH ISS DESC= DIMENS=

 TRANSACTIONS -
 DATE TIME ACTION SCH GOAL DESCRIPTION REQ ORD. SHIP UNIT
 NO QNTY QNTY COST

1013 =CATALOG NO CATEGORY= CO BIN= 9A5 UNIT PRICE= 1.27 STATUS= ACTIVE
 DESC 1= PAINT,TEMPERA,LIQUID, YELLOW ON HAND = 24 REORDER= 10
 DESC 2= CONVENIENCE ON ORDER= 0 MAX INV= 30
 DESC 3= A031.09 PO NO.= VENDOR =
 ISSUE UNIT= EACH ISS DESC= PINT DIMENS=

 TRANSACTIONS -
 DATE TIME ACTION SCH GOAL DESCRIPTION REQ ORD. SHIP UNIT
 NO QNTY QNTY COST

DATE	TIME	ACTION	SCH GOAL DESCRIPTION	REQ NO	ORD. QNTY	SHIP QNTY	UNIT COST
070201	16:00	PURCHASE	PO #=20012 VEND=411670 QTY= 50				
071701	14:38	RECEIVED	PO #=20012 BEF Q= 0 PRI= 1.41				
			REC Q= 50 PRI= 1.14				
			AFT Q= 50 PRI= 1.27				
080201	11:31	ISSUED	SPE AGE 5-22 SEVERE 76515	1	1	1.27	
			01-6500-5750-1110-4310-270-0-511				
080701	16:30	ISSUED	SPE AGE 5-22 SEVERE 76037	2	2	1.27	
			01-6500-5750-1110-4310-570-0-551				
082901	09:53	ISSUED	SPE AGE 5-22 SEVERE 76641	1	1	1.27	
			01-6500-5750-1110-4310-280-0-521				
090501	15:19	ISSUED	SPE AGE 5-22 SEVERE 76221	1	1	1.27	
			01-6500-5750-1110-4310-470-0-541				
090601	16:06	ISSUED	SPE AGE 5-22 SEVERE 76058	1	1	1.27	
			01-6500-5750-1110-4310-570-0-551				
091701	09:31	ISSUED	SPE AGE 5-22 SEVERE 76646	1	1	1.27	
			01-6500-5750-1110-4310-280-0-521				
100101	14:41	ISSUED	COU UNDISTRIBUTED 77026	2	2	1.27	
			01-0000-0000-7540-4310-000-0-182				
102401	15:40	ISSUED	SPE AGE 5-22 SEVERE 76241	2	2	1.27	
			01-6500-5750-1110-4310-470-0-541				
113001	09:06	ISSUED	MT. JUVENILE COURTS 75120	4	4	1.27	
			01-3025-3600-1000-4310-240-0-317				
120301	14:26	ISSUED	COU AGE 5-22 SEVERE 76234	2	2	1.27	
			01-5640-5750-1110-4310-000-0-565				
120401	11:08	ISSUED	COU REGIONAL OCC CENTRS/PROG-R 75469	1	1	1.27	
			01-6350-6000-1000-4300-000-0-670				
120701	14:31	ISSUED	COU UNDISTRIBUTED 77039	2	2	1.27	
			01-0000-0000-7540-4310-000-0-182				
021902	15:55	ISSUED	SPE AGE 5-22 SEVERE 78532	3	3	1.27	
			01-6500-5750-1110-4310-570-0-551				
022102	08:22	ISSUED	CEN REGIONAL OCC CENTRS/PROG-R 77990	3	3	1.27	
			01-6300-6000-1000-4310-900-0-155				
TOTAL						26	

1017 =CATALOG NO CATEGORY= CO BIN= 9B1 UNIT PRICE= 1.28 STATUS= ACTIVE
DESC 1= PAINT,TEMPERA,LIQUID, VIOLET ON HAND = 9 REORDER= 2
DESC 2= CONVENIENCE ON ORDER= 0 MAX INV= 30
DESC 3= PO NO.= VENDOR =
ISSUE UNIT= EACH ISS DESC= PINT DIMENS=

TRANSACTIONS -		REQ	ORD.	SHIP	UNIT
DATE	TIME ACTION	NO	QNTY	QNTY	COST
070201	16:01 PURCHASE				
	PO #-20012 VEND=411670	12			
071701	14:38 RECEIVED				
	PO #-20012 BEF Q= 1 PRI= 1.32				
	REC Q= 12 PRI= 1.14				
	AFT Q= 13 PRI= 1.28				
080701	16:32 ISSUED	76901	1	1	1.28
	SPE AGE 5-22 SEVERE				
	01-6500-5750-1110-4310-570-0-551				
090601	16:06 ISSUED	76058	1	1	1.28
	SPE AGE 5-22 SEVERE				
	01-6500-5750-1110-4310-570-0-551				
091101	16:10 ISSUED	76642	1	1	1.28
	SPE AGE 5-22 SEVERE				
	01-6500-5750-1110-4310-280-0-521				
120401	11:08 ISSUED	75469	1	1	1.28
	COU REGIONAL OCC CENTRS/PROG-R				
	01-6350-6000-1000-4300-000-0-670				
TOTAL				4	

1022 =CATALOG NO CATEGORY= GS BIN= MEZZ UNIT PRICE= 2.45 STATUS= ACTIVE
DESC 1= BINDER, GREEN,2"W/LABEL HOLDER ON HAND = 32 REORDER= 1
DESC 2= ON SPINE,VINYL ON ORDER= 0 MAX INV= 40
DESC 3= PO NO.= VENDOR =
ISSUE UNIT= EACH ISS DESC= DIMENS=

TRANSACTIONS -		REQ	ORD.	SHIP	UNIT
DATE	TIME ACTION	NO	QNTY	QNTY	COST
092401	15:29 ISSUED	78010	3	3	2.45
	COU REGIONAL OCC CENTRS/PROG-R				
	01-6350-6000-1000-4300-000-0-650				
111301	09:07 ISSUED	78837	10	10	2.45
	SPE AGE 5-22 SEVERE				
	01-6500-5750-1110-4310-290-0-531				
TOTAL				13	

1032 =CATALOG NO CATEGORY= GS BIN= MEZZ UNIT PRICE= 3.40 STATUS= ACTIVE
DESC 1= BINDER, BLK, 3" W/LBL HOLDER ON HAND = 60 REORDER= 6
DESC 2= ON SPINE, VINYL ON ORDER= 0 MAX INV= 40
DESC 3= PO NO.= VENDOR =
ISSUE UNIT= EACH ISS DESC= DIMENS=

TRANSACTIONS -		REQ	ORD.	SHIP	UNIT
DATE	TIME ACTION	NO	QNTY	QNTY	COST
092701	11:08 ISSUED	78012	2	2	3.40
	CEN REGIONAL OCC CENTRS/PROG-R				
	01-6300-6000-1000-4310-900-0-155				
102601	10:31 ISSUED	78806	12	12	3.40
	SPE AGE 5-22 SEVERE				
	01-6500-5750-1110-4310-290-0-531				
012402	16:05 ISSUED	78853	3	3	3.40
	COU AGE 5-22 SEVERE				
	01-3405-5750-1190-4320-000-0-566				
TOTAL				17	

CATALOG NUMBER	DESCRIPTION LINE 1	DESCRIPTION LINE 2 AND 3	STATUS	UNIT OF ISSUE	QUANTITY ON HAND	UNIT COST	EXT. COST
1010	TEST		ACTIVE	EACH	6	.97	5.82
1013	PAINT,TEMPERA,LIQUID, YELLOW	CONVENIENCE A031.09	ACTIVE	EACH	24	1.23	29.52
1017	PAINT,TEMPERA,LIQUID, VIOLET	CONVENIENCE	ACTIVE	EACH	9	1.24	11.16
1022	BINDER, GREEN,2"W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	32	2.37	75.84
1032	BINDER, BLK, 3" W/LBL HOLDER	ON SPINE, VINYL	ACTIVE	EACH	60	3.29	197.40
1033	BASKET,FILE,LEGAL,WIRE,5"		ACTIVE	EACH	18	3.39	61.02
1034	BASKET,FILE,LETTER,WIRE,3"		ACTIVE	EACH	10	2.64	26.40
1035	BINDER, BLK,2" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	37	2.08	76.96
1036	BINDER, BLU,2" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	65	3.87	251.55
1037	BINDER, RED,2" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	85	2.17	184.45
1038	BINDER, BLU,3" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	51	3.77	192.27
1039	BINDER, RED,1" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	45	1.59	71.55
1040	BINDER, BLU,1" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	54	1.53	82.62
1041	PENS,UNIBALL,BLACK		ACTIVE	DOZEN	9	3.20	28.80
1042	PENS,UNIBALL,BLUE		DELETED	DOZEN	0	6.99	.00
1043	PENS,UNIBALL,RED		ACTIVE	DOZEN	7	6.59	46.13
1051	BLOTTER,GREEN, 19" X 24"	DESK	ACTIVE	EACH	6	.43	2.58
1053	PAPER,LETTERHEAD	8 1/2" X 11"	ACTIVE	REAM	303	28.37	8,596.11
1054	ENVELOPES,LOGO,PLAIN	#10	ACTIVE	BOX	27	18.40	496.80
1055	BOOK ENDS, 5" X 5" BLACK	NON-SKID BASE	ACTIVE	PAIR	8	1.56	12.48
1056	BOOK ENDS, 8" X 6" TAN	NON-SKID BASE	ACTIVE	PAIR	25	3.96	99.00
1057	BINDER, BLK,1" W/LABEL HOLDER	ON SPINE,VINYL	ACTIVE	EACH	102	1.23	125.46
1058	ENVELOPES,LOGO,WINDOW	#10, WHITE 4 1/8" X 9 1/2"	ACTIVE	BOX	8	20.65	165.20
1060	POST IT NOTES,1 1/2" X 2"	ADHESIVE REMOVEABLE, 3M #653	ACTIVE	PACKAGE	41	3.19	130.79
1061	PAPER,CORRUGATED,BORDER,GREEN	EMERALD, SCALLOPED 2 1/4" X 50'	ACTIVE	EACH	9	1.20	10.80
1062	PAPER,CORRUGATED,BORDER,BLUE	AZURE,SCALLOPED 2 1/4" X 50'	ACTIVE	EACH	15	1.17	17.55
1063	PAINT,TEMPERA,CAKES,ASSORTED	SEMI MOIST WATER COLORS 8 OR 9 COLORS	ACTIVE	SET	5	6.49	32.45
1075	ALCOHOL, RUBBING		ACTIVE	BOTTLE	14	.76	10.64
1085	BRUSH,EASEL #12, 1/2" WIDE	FLAT, LONG HANDLE	ACTIVE	DOZEN	8	6.62	52.96

Name_of_District
 STORES ISSUES SUMMARY REPORT
 2001 - 2002
 INCLUDES OVERHEAD CHARGES

SUPERINTENDENT OF SCHOOLS

```

*****
* NO NO DOLLAR *
* OF OF AMOUNT *
* REQ ITEMS *
*****
JULY * 58 322 11,575.79 *
AUGUST * 101 761 10,107.14 *
SEPTEMBER * 102 652 9,018.55 *
OCTOBER * 113 584 13,192.52 *
NOVEMBER * 80 389 9,104.43 *
DECEMBER * 83 445 11,247.14 *
JANUARY * 84 373 11,112.99 *
FEBRUARY * 56 272 5,004.64 *
MARCH * 0 0 .00 *
APRIL * 0 0 .00 *
MAY * 0 0 .00 *
JUNE * 0 0 .00 *
*****
TOTAL * 677 3798 80,363.20 *
PERCENT *
OF *
TOTAL * 100% 100% 100% *
*****
AVERAGE *
$ AMOUNT *
PER REQ * $ 118.70 *
*****
AVERAGE *
# ITEMS *
PER REQ * 5.61 *
*****
    
```

TOTAL RECORDS BYPASSED DUE TO DELETED ACCT - 1,628

PRINT STORES CATALOG WI04

PURPOSE: To provide a printout of all stores catalog items in alphabetic sequence. The description reflects the Description in Line 1.

Program options are:

- a. Print all categories separately
- b. Print selected categories
- c. Print all categories together

CATALOG* NUMBER *	UNIT OF ISSUE	* ITEM DESCRIPTION * AND DIMENSION	* UNIT * PRICE
6000	* EACH * 1 CAN	* AEROSOL FIXATIVE * 16 OZ. CAN	* 2.99
3030	* EACH	* BINDER, 3-RING, 1 INCH * WHITE * 8 1/2 X 11	* 1.43
3040	* EACH	* BINDER, 3-RING, 2 INCH * WHITE * 8 1/2 X 11	* 2.11
3050	* EACH	* BINDER, 3-RING, 3 INCH * WHITE * 8 1/2 X 11	* 3.36
3160	* PAIR * 2 ENDS	* BOOK ENDS-METAL-LARGE * METAL LARGE * 8" HIGH X 6" WIDE	* 3.42
3190	* PAIR * 2 ENDS	* BOOK ENDS-METAL-SMALL * METAL SMALL * 7" HIGH X 5" WIDE	* 2.01
3230	* DOZEN * 12	* BOOKS, COMPOSITION * 40 LEAVES * 7" X 8 1/2"	* 3.43
3220	* EACH	* BOOKS, TEACHER - ATTENDANCE	* 3.52
3250	* EACH	* BOOKS, TEACHER - LESSON PLAN	* 3.42
6020	* DOZ. * 12 BRUSHES	* BRUSH, FLAT * TEMPERA * SIZE 1/2	* 6.40
6025	* DOZEN * 12 BRUSHES	* BRUSH, ROUND EASEL 9-1/4" LONG * EASEL BRUSH * 9-1/4" LONG	* 7.44
6010	* DOZ * 12 BRUSHES	* BRUSH, WATER COLOR 5-1/4" * WATER COLOR * 5-1/4" LONG	* 2.74

CATALOG* NUMBER *	UNIT OF ISSUE *	* ITEM DESCRIPTION * AND DIMENSION	* UNIT * PRICE
3847	* 1 EACH * 1 BULB	* BULBS-OVERHEAD PROJECTOR DYS * FOR PROJECTORS THAT USE "DYS" * BULBS	* 8.23
3845	* 1 EACH * 1 BULB	* BULBS-OVERHEAD PROJECTOR EYB * FOR PROJECTORS THAT USE "EYB" * BULBS	* 10.93
3846	* 1 EACH * 1BULB	* BULBS-OVERHEAD PROJECTOR FCB * FOR PROJECTORS THAT USE "FCB" * BULBS	* 12.06
3275	* EACH	* CALENDAR BASE-BLACK * PLASTIC BASE * BLACK * 3 5/8 X 6	* 1.68
3260	* EACH	* CALENDAR BASE-TAN * PLASTIC BASE * TAN * 3 5/8 X 6	* 2.62
3290	* PKG * 100 CARDS	* CARDS, INDEX 3X5 BLANK * BLANKS * 3 X 5	* .34
3320	* PKG * 100 CARDS	* CARDS, INDEX 3X5 RULED * RULED * 3 X 5	* .34
3300	* PKG * 100 CARDS	* CARDS, INDEX 4X6 BLANK * BLANKS * 4 X 6	* .59
3330	* PKG * 100	* CARDS, INDEX 4X6 RULED * RULED * 4 X 6	* .59
3310	* PKG * 100 CARDS	* CARDS, INDEX 5X8 BLANK * BLANKS * 5 X 8	* .49
3340	* PKG * 100 CARDS	* CARDS, INDEX 5X8 RULED * RULED * 5 X 8	* .77

WAREHOUSE USAGE REPORT WI05

PURPOSE: Prints a list of total purchases and issues for a selected period of time. The report is in catalog number sequence and includes all catalog items.

OPTIONS:

1. District
2. Starting Date
3. Ending Date

CAT #	DESCRIPTION	STATUS	BEGIN	PURCHASES	ISSUES	ADJUSTS	ON HAND
1002	BINDER, VINYL 1 IN CAPACITY	ACTIVE	116	0	0	0	270
1003	BINDER, VINYL 2 IN CAPACITY	ACTIVE	27	0	0	0	338
1020	BLOTTER, GREEN DESK 19 X 24	ACTIVE	40	0	0	0	26
1021	BRUSH, #05 EASEL ROUND WASH &	ACTIVE	75	0	0	0	61
1022	BRUSH, #1/2 EASEL WIDE FLAT	ACTIVE	180	0	0	0	416
1023	BRUSH, #04 WATER COLOR	ACTIVE	333	0	0	0	611
1024	BRUSH, #07 WATER COLOR	ACTIVE	264	0	0	0	239
1025	BRUSH, #12 WATER COLOR	ACTIVE	385	0	0	0	370
1026	BRUSH, PASTE	ACTIVE	23	0	0	0	13
1027	BRUSH, #01 WATER COLOR	ACTIVE	189	0	0	0	187
1028	CALCULATOR RIBBONS	ACTIVE	55	0	0	0	54
1030	CALENDAR PAD HOLDER LARGE	ACTIVE	3	0	0	0	0
1031	CALENDAR PAD HOLDER SMALL	ACTIVE	13	0	0	0	11
1034	CALENDAR PAD REPLACEMENT LARGE	ACTIVE	18	0	0	0	15
1036	CALENDAR PAD REPLACEMENT SMALL	ACTIVE	35	0	0	0	26
1040	CARDS, INDEX 3 X 5 PLAIN	ACTIVE	4	0	0	0	402
1041	CARDS, INDEX 3 X 5 RULED	ACTIVE	60	0	0	0	224
1042	CARDS, INDEX 4 X 6 PLAIN	ACTIVE	33	0	0	0	343
1043	CARDS, INDEX 4 X 6 RULED	ACTIVE	70	0	0	0	307
1044	CARDS, INDEX 5 X 8 PLAIN	ACTIVE	72	0	0	0	138
1045	CARDS, INDEX 5 X 8 RULED	ACTIVE	207	0	0	0	263
1050	CHALK WHITE	ACTIVE	20	0	0	0	173
1051	CHALK YELLOW	ACTIVE	125	0	0	0	56
1052	CHALK, ASSORTED COLORS	ACTIVE	76	0	0	0	12
1053	CHALK, PASTELS ASSORTED COLORS	ACTIVE	10	0	0	0	9
1054	CHALK, OIL PASTELS	ACTIVE	119	0	0	0	4
1055	CHARCOAL	ACTIVE	29	0	0	0	16
1060	CLASSROOM BOOKS, ATTENDANCE	ACTIVE	27	0	0	0	398
1061	CLASSROOM BOOKS, CAL MARK	ACTIVE	7	0	0	0	3
1063	CLASSROOM BOOKS, COMP. 20 LEAF	ACTIVE	1,236	0	0	0	1,870
1065	CLASSROOM BOOKS, COMP. 40 LEAF	ACTIVE	73	0	0	0	1,694



Joseph A. Ovick, Ed. D., Superintendent of Schools

The Ronald L. Stewart Center
77 Santa Barbara Road • Pleasant Hill, CA 94523
(925) 942-3388

DISTRICT BUSINESS SERVICES

TO: Stores Warehouse Users

FROM: Lisa Erwin, District Support Analyst

DATE: July 19, 2002

SUBJECT: WI12 Outstanding Back Orders from FY 01/02

This report was created for districts to keep on file for requisitions that were on backorder as of the end of the last fiscal year.

CATALOG ITEM	REQ #	DELIVER TO	LOC	ACCOUNT NUMBER	B/O
6055 BRUSH, SCRUB HAND HELD	02420	BV SID	101	0100001110821043001010731	4
6100 CLEANER, LIQUID GENERAL	00292 00300	WCI CUST./JIM WCI/EMORY	106	0100001110821043001060736	1
			106	0100001110821043001060736	1
6121 CLEANER LIQUID, WORKOUT STAIN	01617	IV CUST	102	0100001110821043001020732	1
6130 CLEANER POWDERED, ABSORBING	00862	MURWOOD/ARMANDO	103	0100001110821043001030733	5
6168 GARBAGE CAN, PLASTIC HEAVY	02420	BV SID	101	0100001110821043001010731	3
6169 FLOOR SEALER, TECHNIQUE	07750	PM	104	0100001110821043001040734	1
6178 GUM REMOVER SPRAY FOR CARPETS	00293 02420	WCI CUST/EMORY BV SID	106	0100001110821043001060736	6
			101	0100001110821043001010731	1
6200 INSECTICIDE, AEROSOL FOR	01866	WCI CUST	106	0100001110821043001060736	5
6275 LUBRICATOR, PENETRATING OIL	03595	IV ANSELMA	102	0100001110821043001020732	8
6411 SOAP, LIQUID ANTIBACTERIAL	00849	MM CUST	103	0100001110821043001030733	3
6497 WINDOW SCRAPER REPLAC. BLADES	07749	PARKMEAD CUST	104	0100001110821043001040734	1
7201 GLOVES, DISPOSABLE,VINYL, LRG	01376 01617 02227 08829	WH RATTO IV CUST JIM EMORY WCI CUST PM CUST/MEYAND	105	0100001110821043001050735	5
			102	0100001110821043001020732	2
			106	0100001110821043001060736	6
			104	0100001110821043001040734	1

DISTRICT BUSINESS SERVICES

TO: WAREHOUSE COMPONENT USERS

FROM: LINDA GRUNDHOFFER

DATE: JULY 30, 2002

SUBJECT: CLOSING STORES AT YEAR-END

Attached is a procedure for accounting for the Stores/Warehouse. If you have any questions please contact me at 942-3315 or contact your District Advisor.

DBS General Bulletin 016 02/03

ACCOUNTING FOR STORES

FOLLOWING ARE THE APPROPRIATE ENTRIES FOR THE WAREHOUSE SYSTEM THROUGHOUT THE YEAR.

WHEN GOODS ARE PURCHASED FOR THE WAREHOUSE THE PURCHASE ORDER WOULD BE CODED TO OBJECT 4302. THIS WILL AUTOMATICALLY BE PICKED UP IN THE GENERAL LEDGER UNDER OBJECT 9322.

WHEN ISSUES ARE DONE, THE MONTH-END BATCH PROCESS HAS AN AUTOMATIC OFFSET TO GENERAL LEDGER OBJECT 9323.

IF THE DISTRICT IS SET UP FOR OVERHEAD, THE MONTH-END BATCH PROCESS AUTOMATICALLY OFFSETS THE OVERHEAD AMOUNT TO GENERAL LEDGER OBJECT 9321.

AFTER THE PHYSICAL INVENTORY IS DONE AT YEAR-END, THERE WILL MOST LIKELY NEED TO BE AN ADJUSTMENT MADE FOR OVERAGES OR SHORTAGES. THE JOURNAL ENTRY WOULD BE MADE TO A REGULAR SUPPLY ACCOUNT WITH THE OFFSET IN OBJECT 4304. OBJECT 4304 WILL AUTOMATICALLY OFFSET TO GENERAL LEDGER 9324. AFTER THIS ADJUSTMENT IS MADE THE TOTAL STORES IN THE GENERAL LEDGER SHOULD EQUAL THE TOTAL VALUE OF THE STORES AFTER THE PHYSICAL INVENTORY. (See WI03 report)