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PeopleSoft Mobile Inventory Management 9.1 PeopleBook

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PeopleSoft Mobile Inventory Management 9.1 PeopleBook
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PeopleSoft Mobile Inventory Management Preface

This preface discusses:

- PeopleSoft Mobile Inventory Management.
- PeopleSoft Products.
- Resources for additional information.
- Common elements in this PeopleBook.

PeopleSoft Mobile Inventory Management

This PeopleBook discusses the setup and use of the PeopleSoft Mobile Inventory Management application release 9.1 added to PeopleSoft Supply Chain Management in the FSCM 9.1 Bundle #12 dated 05/6/2011.

The FSCM Mobile Inventory Management application provides tools to integrate mobile devices to the PeopleSoft Supply Chain Management system. This enables you to take advantage of the cost savings and efficiency improvements inherent in processes driven by mobile devices, such as handheld bar code data collection devices.

To reduce the complications and costs of integration, the Mobile Inventory Management application does not use a third-party partner; instead, Oracle ADF (Application Development Framework) Mobile is used along with the PeopleSoft Integration Broker and PeopleSoft Web Services (including Component Interfaces).

PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Inventory.
- PeopleSoft Purchasing.

Resources for Additional Information

This book provides you with implementation and processing information for your PeopleSoft system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks and guides:

- *PeopleSoft Inventory 9.1 PeopleBook*

- *PeopleSoft Purchasing 9.1 PeopleBook*
- *PeopleSoft Applications Fundamentals 9.1 PeopleBook*
- *PeopleSoft Enterprise Components PeopleBook*
- *PeopleSoft FSCM 9.1 Mobile Inventory Management Installation Guide*
- *PeopleSoft FSCM 9.1 Mobile Inventory Management Hardware and Software Requirements*
- *Oracle Fusion Middleware Mobile Browser Developer's Guide for Oracle Application Development Framework 11g Release 1 (11.1.1.4)*
- *PeopleTools PeopleBook: PeopleSoft Component Interfaces*
- *PeopleTools PeopleBook: PeopleSoft Integration Broker*

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Common Elements Used in This PeopleBook

As of Date	The first date for which a report or process includes data.
BU or Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Text up to 256 characters.
Short Description	Text up to 15 characters.
Effective Date	Date that a table row becomes effective; the date that an action begins. For example, if you want to close a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages and batch processes that use the information use the current row. See *PeopleTools PeopleBook: Using PeopleSoft Applications.*
Language or Language Code	The language of the field labels and report headings of reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Process Frequency	Designates the appropriate frequency to process: *Once:* Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.* *Always Executes:* Executes the request every time the batch process runs. *Don't Run:* Ignores the request when the batch process runs.
Process Monitor	View the status of submitted process requests. See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*.
Report ID	The report identifier.
Report Manager	View report content, check the status of a report, and see detailed messages. See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*.
Run Control ID	A request identification that represents a set of selection criteria for a report or process.
Run	Specify the location where a process or job runs and the process output format.
Status	Check the progress of a report or process. A valid status is *Posted,Not Posted,Generated,Processing,* or *Scheduled.*

User ID	The system identifier for the individual who generates a transaction.
Instance or Prcs Instance (instance or process instance)	The number that represents where the request is in the queue.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Chapter 1

Understanding PeopleSoft Mobile Inventory Management

This chapter provides an overview of PeopleSoft Mobile Inventory Management and discusses prerequisites and consideration for implementation.

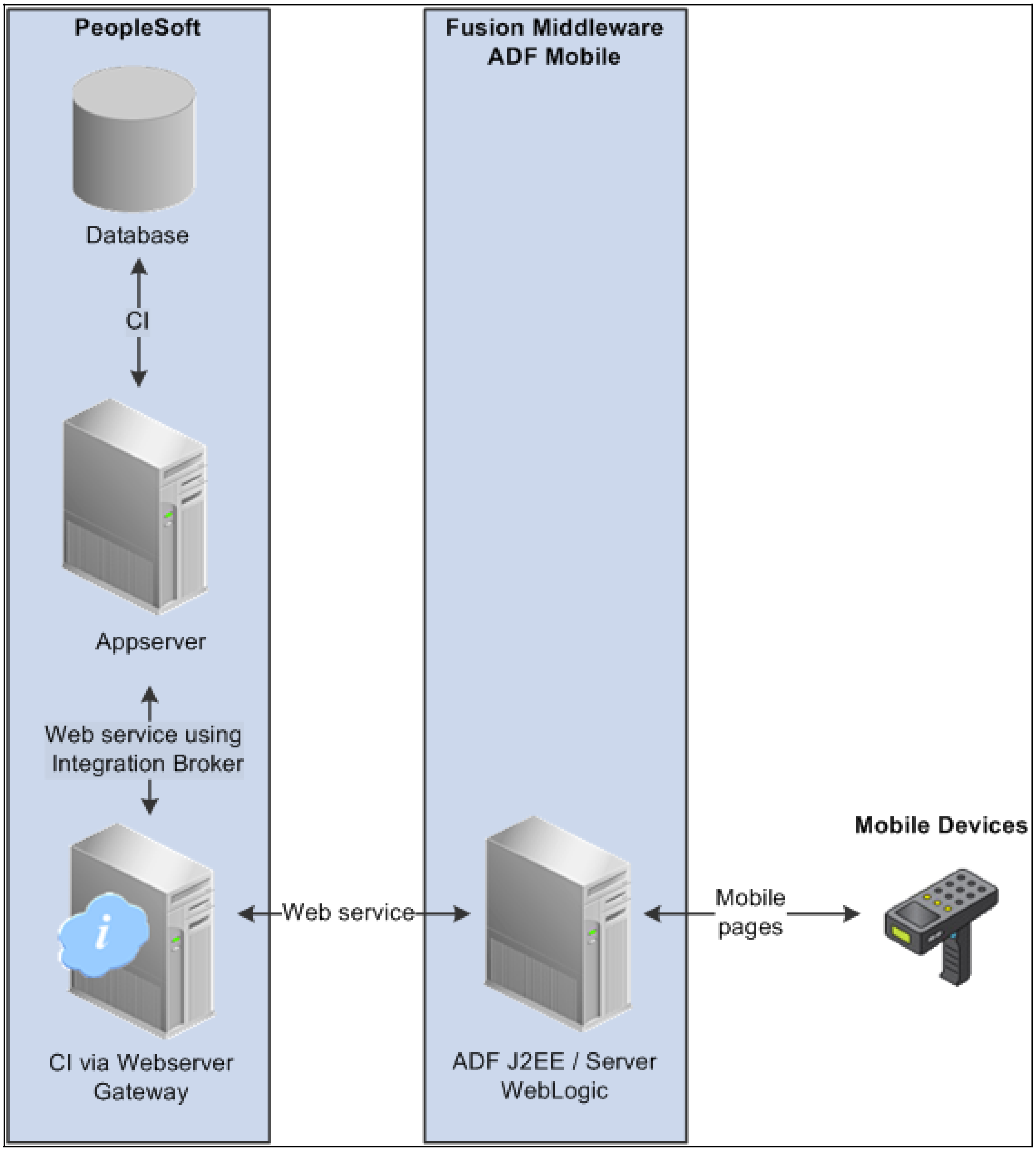
Mobile Inventory Management Overview

The FSCM Mobile Inventory Management application provides tools to integrate mobile devices to the PeopleSoft Supply Chain Management system. This enables you to take advantage of the cost savings and efficiency improvements inherent in processes driven by mobile devices. Oracle ADF Mobile is used along with the PeopleSoft Integration Broker and PeopleSoft Web Services (including Component Interfaces).

Use this PeopleBook for common information about:

- Setting up PeopleSoft Mobile Inventory Management.
- Performing item stock inquiries using Mobile Inventory Management.
- Using mobile receiving.
- Using mobile delivery.
- Counting par locations using a mobile device.
- Counting inventory stock using a mobile device.
- Using mobile express issue.

This diagram illustrates the flow of information from PeopleSoft to mobile devices:



Overview of the interface between PeopleSoft and mobile devices

The PeopleSoft system includes the:

- Database housing the PeopleSoft Financial Supply Chain Management applications. For PeopleSoft Mobile Inventory Management you must have also installed the PeopleSoft Inventory application.
- The application server which runs business logic and submits SQL to the database server.
- The webserver gateway is a platform that manages the receipt and delivery of messages passed among systems through PeopleSoft Integration Broker. PeopleSoft Integration Broker enables you to provide web services to other PeopleSoft systems and external integration partners.

The PeopleTools web service is identified in the Oracle Application Development Framework Mobile (ADF Mobile) software. The Oracle ADF Mobile software is a part of the Oracle Fusion Middleware. Oracle ADF Mobile browser extends Oracle ADF to browsers running on mobile devices. The Oracle ADF Mobile contains the mobile pages to display on the mobile device along with the login page and navigation breadcrumbs. The mobile pages are linked to the PeopleTools web service.

Oracle ADF Mobile provides AJAX features to support client-side data validation and partial page refresh. Pages on the mobile device are displayed with the ability to search for PeopleSoft data, include default values in a field, view additional details using links, view error messages, and use field prompts.

The mobile devices need to:

- Contain a bar code scanner.
- Use Microsoft Windows Mobile version 6.0 or higher.
- Run the Oracle ADF Mobile client web browser.

For more information on setting up PeopleSoft application servers and web servers, see PeopleTools PeopleBook: System and Server Administration guide.

Prerequisites and Considerations

This section discusses prerequisites and considerations to review prior to implementing the PeopleSoft Mobile Inventory Management 9.1 application.

These are prerequisites for the implementation of PeopleSoft Mobile Inventory Management for release 9.1:

- PeopleSoft Inventory 9.1 is installed and PeopleSoft FSCM Resolution ID 825837 is applied.

  The setup of PeopleSoft Inventory 9.1 must be complete.
- (optional) PeopleSoft Purchasing 9.1 is installed.

  To use the mobile receiving and mobile delivery features, the setup of PeopleSoft Purchasing 9.1 must be complete.
- The PeopleTools release must be 8.50 or greater.
- Oracle ADF (Application Development Framework) Mobile version 11.1.1.4 is installed and its initial setup tasks are completed.
- Security has been applied to your PeopleSoft user IDs to enable access to the PeopleSoft Mobile Inventory Management pages on the mobile devices.
- The mobile devices have been configured for optimal viewing of the PeopleSoft Mobile Inventory Management pages.

For more information on the prerequisites to using PeopleSoft Mobile Inventory Management, see the *PeopleSoft FSCM 9.1 Mobile Inventory Management Installation Guide* posted on My Oracle Support.

Chapter 2

Setting Up PeopleSoft Mobile Inventory Management

This chapter provides an overview Mobile Inventory Management setup in PeopleSoft and discusses how to:

- Set up component interfaces for Mobile Inventory Management.
- Set up service operations for Mobile Inventory Management.
- Set up installation options and user preferences for Mobile Inventory Management.
- Set up Alternative Item Identifiers.
- Access Mobile Inventory Management from a mobile device.

Understanding Mobile Inventory Management Setup in PeopleSoft

In order to use PeopleSoft Mobile Inventory Management you must complete setup steps within your PeopleSoft environment. These steps customize PeopleSoft Mobile Inventory Management to your specific needs by setting up default values and mobile screen settings at the installation level and user level.

PeopleSoft Mobile Inventory Management uses web services to integrate your mobile devices with PeopleSoft. The following table lists the web services used for each of the mobile tasks and the component interface used with the service:

Service Operations	***Description***	***Used by Mobile Tasks***	***Component Interface***
MIN_ADJUSTMENT	Adjustments	Adjustments	ADJUSTMENT_INV
MIN_ALT_TYPES_GET	Alternate Item Type	All	N/A
MIN_BIN_TRANSFER	Bin to Bin Transfers	Bin to Bin Transfers	MIN_NONCI_TRANS
MIN_CART_COUNT_GET	Get Par Locations for Mobile	Par Count Par Count Ad Hoc	CART_COUNT_INV
MIN_CART_COUNT_SAVE	Save Par Locations for Mobile	Par Count Par Count Ad Hoc	CART_COUNT_INV

Service Operations	***Description***	***Used by Mobile Tasks***	***Component Interface***
MIN_COUNTING_EVENT_VALIDATE	Counting Event Validate	Guided Count Count By Item Count By Location Manual Count	N/A
MIN_COUNTING_EVENT_GET	Inventory Counting Event Get	Guided Count Count By Item Count By Location Manual Count	N/A
MIN_COUNTING_EVENT_SET	Inventory Counting Event Set	Guided Count Count By Item Count By Location Manual Count	COUNT_INV_CI used by Guided Count, Count by Item and Count by Location COUNT_INV_INF used by Manual Count
MIN_EXPRESS_ISSUE	Express Issue for Mobile	Express Issue	EXPRESS_ISSUE_INV_CI
MIN_EXPRESS_ISSUE_VALIDATE	Express Issue for Mobile Validation	Express Issue	N/A
MIN_ITEM_STK_INQ	Item Stock Inquiry for Mobile	Item Stock Inquiry	PUTAWAY_INQ_INV
MIN_LOOKUP_GENERIC_GET	Generic Lookup for Mobile	All	N/A
MIN_MENU	Mobile Menu Service	All	N/A
MIN_NPRCPT_SAVE	Mobile Non-PO Receipt Service	Receiving PO Receiving Ad Hoc	MIN_NPO_RECV_CI
MIN_OPTIONS	Mobile Inventory Options	All	N/A
MIN_PROMPT_EDIT	Prompt table Edit Service	Receiving PO Receiving Ad Hoc	N/A
MIN_RCPT_CNTR_GET	Mobile Receiving Get	Receiving PO	PO_RECEIPT_CI
MIN_RCPT_CNTR_SAVE	Mobile Receiving Save	Receiving PO	MIN_PO_RECV_CI
MIN_RECV_DELIVERY	Mobile Delivery Get	Delivery	RECV_DELIVERY_CI
MIN_RECV_DELIVERY_SAVE	Mobile Delivery Save	Delivery	RECV_DELIVERY_CI

Service Operations	***Description***	***Used by Mobile Tasks***	***Component Interface***
MIN_STCK_FEEDBK_GET	Perform Putaway Get	Perform Putaway	PUTAWAY_FEEDBK_MBL
MIN_STCK_FEEDBK_SAVE	Perform Putaway Save	Perform Putaway	PUTAWAY_FEEDBK_MBL

Before working with the PeopleSoft Mobile Inventory Management pages on a mobile device, you will need to define options for the PeopleTools component interfaces.

A PeopleTools component interface (CI) enables exposure of a PeopleSoft component for synchronous access from another application. Component interfaces can be used to integrate one PeopleSoft application with another PeopleSoft application or with external systems. Component interfaces execute the business logic built into the PeopleSoft component and as a result, they provide a higher level of data validation.

A PeopleTools component interface (CI) has been created for each mobile page to be used on the mobile device. The CI is linked to a PeopleSoft component within the PeopleSoft application, such as PeopleSoft Inventory or PeopleSoft Purchasing. For example, the MIN_NPO_RECV_CI has been created to interface a mobile device with the Receiving component in PeopleSoft Purchasing (Purchasing, Receipts, Add/Update Receipts).

PeopleTools component interfaces can be used to:

- Find data stored in the PeopleSoft application to display on the mobile device.
- Create new data in the PeopleSoft application by entering the data on the mobile device.
- Modify existing data in the PeopleSoft application by updating the data on the mobile device.
- Delete existing data in the PeopleSoft application using the mobile device.

The PeopleTools CIs are called through webservices to interact with Oracle ADF Mobile.

See Also

For more information, see *PeopleTools PeopleBook: PeopleSoft Component Interfaces*

Setting Up Component Interfaces for Mobile Inventory Management

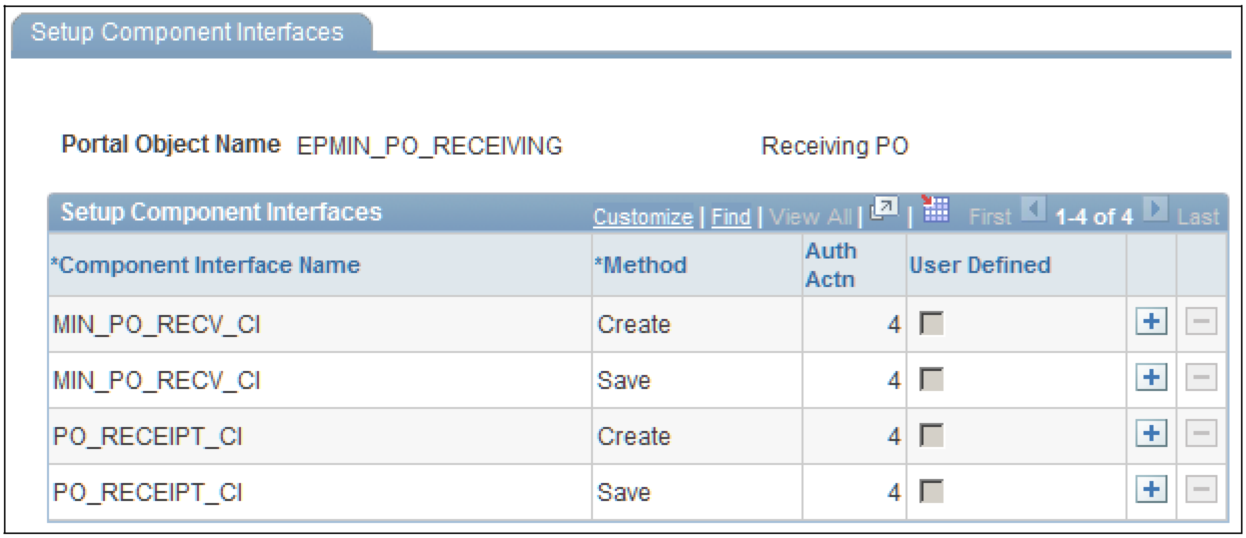
This section discusses how to use the Setup Component Interfaces page.

Page Used to Setup Component Interfaces for Mobile Inventory Management

Page Name	Definition Name	Navigation	Usage
Setup Component Interfaces	MIN_CMPINTFC	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Component Interfaces	Identify the component interface to be used for PeopleSoft Mobile Inventory Management functions.

Using the Setup Component Interfaces Page

Access the Setup Component Interfaces page (Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Component Interfaces).



Setup Component Interfaces page (PO Receiving)

The Setup Component Interfaces page displays the authorized actions for the component interfaces used by PeopleSoft Mobile Inventory Management. This is a display-only page. All settings have been defined for each component interface.

Portal Object Name Identifies the Portal Content Reference where the menu is defined for the mobile transactions.

Component Interface Name Identifies the name of the component interface used by the mobile transaction.

Method	Identifies the method that performs a specific function on a component interface at runtime. Methods include: • *Create:* Creates a new instance of a component interface. This is equivalent to creating a new record in Add mode online. Returns True on success, and False on failure. • *Save:* Saves an instance of a component interface. This is equivalent to clicking the Save button in the online system. Returns True on success, and False on failure.
Auth Actn (authorize action)	Identifies the Component Interface Method Access against the permission list. The method is authorized when this field displays *4* (Full Access).
User Defined	Identifies the component interface data for the mobile transactions. If this check box is selected then the CI data is user defined and can be modified. If this check box is deselected then the CI data is system defined and cannot be modified.

Setting Up Service Operations for Mobile Inventory Management

This section provides an overview of Mobile Inventory Management services operations and discusses how to:

- Use the Setup Mobile Services page.
- Activate service operations for Mobile Inventory Management.

Understanding Mobile Inventory Management Service Operations

Before working with the PeopleSoft Mobile Inventory Management pages on a mobile device, you will need to define settings for the service operations used by Mobile Inventory Management. These service operations are located within the PeopleTools Integration Broker.

The component interfaces (CI) created for Mobile Inventory Management are called from web service in the PeopleTools Integration Broker. Web Services are services published through the PeopleSoft Integration Broker that can pass transaction data between a PeopleSoft application and a third-party application, such as Oracle ADF Mobile. Each service contains one or more service operations.

In the case of PeopleSoft Mobile Inventory Management, the service and service operations are synchronous which provide a two-way communication to the PeopleSoft system. For example, the MIN_NPO_RECV_CI is called from a MIN_NPRCPT_SAVE synchronous service and the MIN_NPRCPT_SAVE service operation to enable two-way communication between the Mobile Receiving Ad Hoc pages on the mobile device and the Receiving component in PeopleSoft Purchasing.

See Also

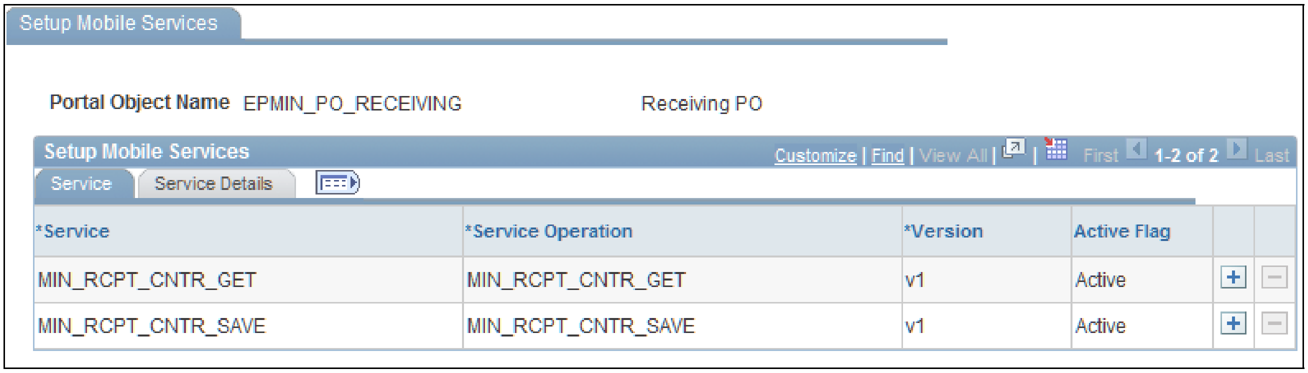
PeopleTools PeopleBook: PeopleSoft Integration Broker

Pages Used to Setup Service Operations for Mobile Inventory Management

Page Name	***Definition Name***	***Navigation***	***Usage***
Setup Mobile Services	MIN_SERVICES	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Mobile Services	Identify the service operations to be used for PeopleSoft Mobile Inventory Management functions.
Service Operations-General	IB_SERVICE	PeopleTools, Integration Broker, Integration Setup, Service Operations, General	Define and activate a service operation.
Service Operations-Handlers	IB_SERVICEHDLR	PeopleTools, Integration Broker, Integration Setup, Service Operations, Handlers	Activate one or more service operation handlers.
Service Operations - Routings	IB_SERVICERTNGS	PeopleTools, Integration Broker, Integration Setup, Service Operations, Routings	Define and activate routing definitions on the service operation.
Routings - Parameters	IB_ROUTINGDEFNDOC	• PeopleTools, Integration Broker, Integration Setup, Service Operations, Routings. Select the Details link attached to the routing. • PeopleTools, Integration Broker, Integration Setup, Routings, Parameters	Verify the external service alias names used by this routing.
Node Definitions	IB_NODE	PeopleTools, Integration Broker, Integration Setup, Nodes, Node Definitions	Activate node used by the service operation.

Using the Setup Mobile Services Page

Access the Setup Mobile Services page (Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Mobile Services).



Setup Mobile Services page

Use the Setup Mobile Services page to identify the service and service operation to be used for a specific Mobile Inventory Management task flow, such as displaying the Mobile Inventory Receiving pages on the mobile device.

Service	Identifies the service within the PeopleSoft Integration Broker used for this mobile page.
Service Operation	Identifies the service operation within the PeopleSoft Integration Broker used for this mobile page.
Service Operation Version	Identifies the version of the service operation used in this task flow.
Active Flag	Displays the current status (active/disabled) of this service operation.
Control Flow Case	Identifies the transaction flow for each mobile task in ADF mobile application.
Image Name	Identifies the image file name and its location on the mobile server, This is the image that is displayed on the mobile menu for each transaction.
Authorized Actn (authorized action)	Identifies the Component Interface Method Access against the permission list. The method is authorized when this field displays 4 (Full Access).
User Defined	Identifies the component interface data for the mobile transactions. If this check box is selected then the CI data is user defined and can be modified. If this check box is deselected then the CI data is system defined and cannot be modified.

Activating Service Operations for Mobile Inventory Management

To activate the synchronous service operations for PeopleSoft Mobile Inventory Management, complete the following steps in PeopleSoft Integration Broker:

1. Activate the service operation.

   On the General tab of the Service Operations component, select the Active check box for the applicable service operation version. If the desired version is not the default version for the service operation, the default version must also be activated.

2. Activate the service operation handlers.

   On the Handlers tab of the Service Operations component, select the value of *Active* in the Status field for all needed handlers.

3. Activate the service operation routings.

   On the Routings tab of the Service Operations component, activate a routing definition for each node that will send or receive data. To activate a routing, select the check box next to the routing definition and click the Activate Selected Routings button. You must activate at least one routing if the data is being sent in an XML format. Activate an inbound routing to receive data into PeopleSoft.

4. Verify the routing definition parameters.

   On the Routings tab of the Service Operations component, select the link attached to the routing definition name. This link accesses the Routing Definitions component. Select the Parameters tab and confirm the external alias name in the External Alias field for the routing is correct. When sending or receiving data, the Integration Broker determines which routing to use by referring to the external alias name, not the routing name.

5. Verify the node from the routing is active.

   Go to the Node Definitions page and verify the Active Node check box has been selected for the node used in the routings that you activated on your Service Operations-Routings page.

Setting Up Installation Options and User Preferences

PeopleSoft Mobile Inventory Management uses many of the fields within the PeopleSoft system to determine the default values or features available on a mobile page. These options and default setting are entered at the installation level or the individual user level.

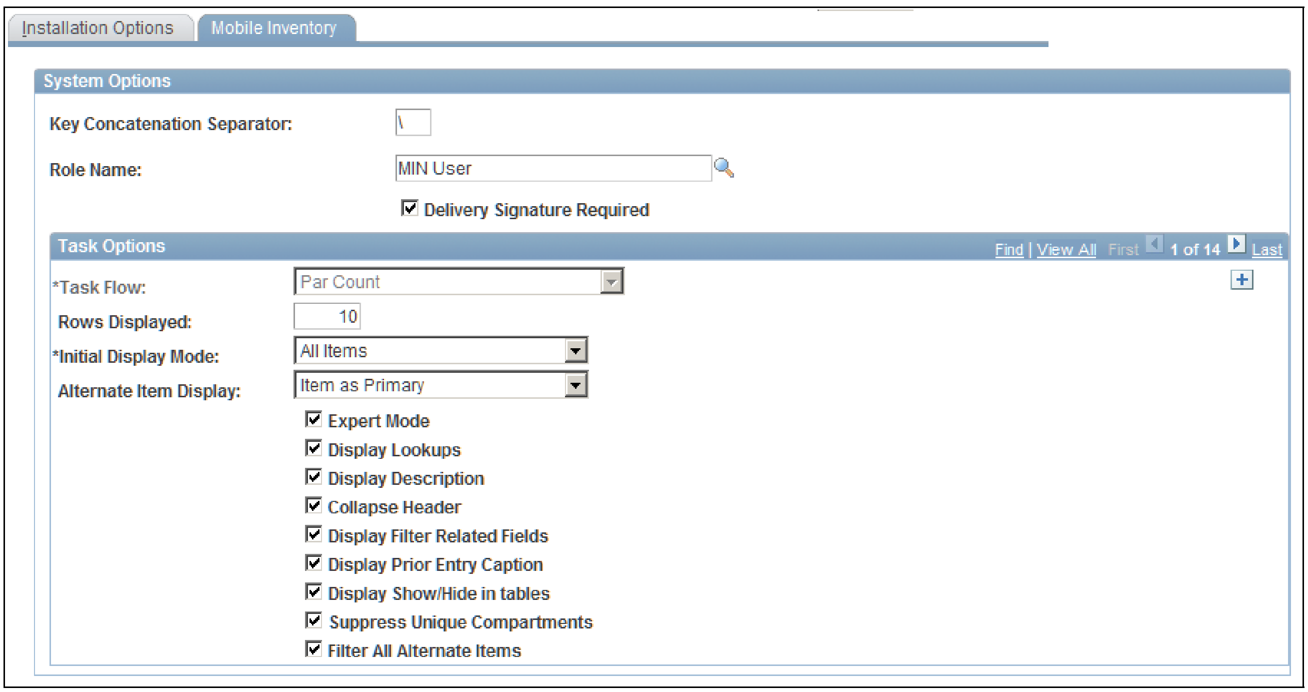
Pages Used to Setup Installation Options and User Preferences

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory	At the installation level, define default values or features available on a mobile page.

Page Name	Definition Name	Navigation	Usage
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory	At the individual user level, define default values or features available on a mobile page. These entries override the same fields on the Installation Options - Mobile Inventory page.
User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences	Use the Business Unit field to identify the business unit to be displayed as the default value on the mobile page.

Using the Mobile Inventory Installation Page

Access the Mobile Inventory Installation page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory).



Installation Options - Mobile Inventory page

This page enables you to customize PeopleSoft Mobile Inventory Management to your specific needs at the installation level.

Key Concatenation Separator Defines the symbol used to separate the values displayed on the mobile device. For example if a "\" is selected in this field then a material storage location consisting of the Zone B storage area and Aisle 2 storage level would display as "Zone B \ Aisle 2".

Role Name Enter a role name. The role name entered here may be used for customization purposes in the Mobile Inventory Management application and may be a layer value that defines a specific user view of certain pages. The use of this value is optional.

Task Options (group box) Define the define default values or features available for a specific task flow. Use the Next Row icons to view and set up additional task flows.

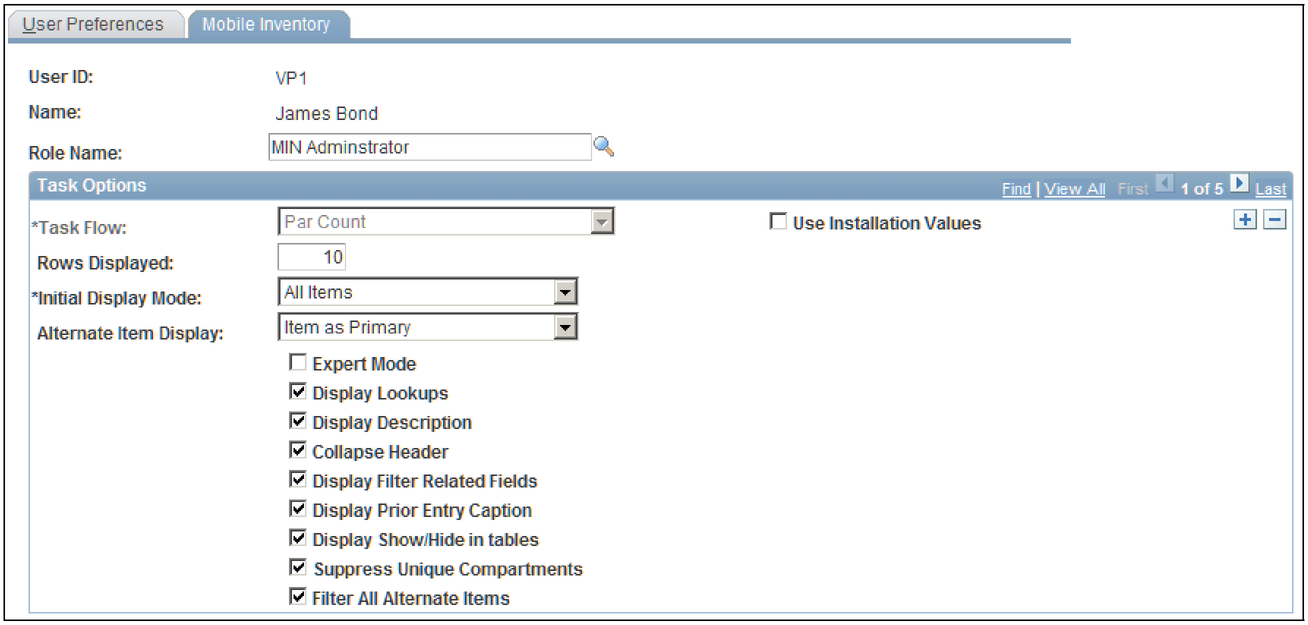
Task Flow Identifies the business process to be performed on the mobile device; examples include, entering an express issue, receiving stock, or counting inventory in par locations. A task flow can contain one or more mobile pages.

The task flow selected in this field determines the additional fields on this page.

Note. For the remaining field definitions that are on this page, please see the chapter and section in this PeopleBook for the specific task flow.

Using the User Preferences - Mobile Inventory Page

Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory).



User Preferences - Mobile Inventory page.

This page enables you to customize PeopleSoft Mobile Inventory page for an individual user. The fields displayed in this component are the same as the Installation Options - Mobile Inventory page. This page is optional; the Installation Options - Mobile Inventory page is used when a user ID does not have this page defined or when the Use Installation Values check box is selected.

To review field definitions for this page, see the chapter in this document for the specific task flow identified in the Task Flow field.

Setting Up Alternative Item Identifiers

This section provides an overview of the Alternative Item Identifiers feature and discusses how to define alternate item groups.

Understanding Alternative Item Identifiers

This section provides reviews about:

- Identifying items.
- Using Alternative Item Identifiers on the main transaction pages.
- Using Alternative Item Identifiers on the Look Up Item ID page.
- Setting up the Alternative Item Identifiers feature.

Identifying Items

When entering or selecting items, a user doesn't always know the item ID stored in the MASTER_ITEM_TBL record. The Alternative Item Identifiers feature within PeopleSoft Mobile Inventory Management can use alternate item IDs to determine a specific item ID. Within PeopleSoft Mobile Inventory Management, item identifiers include:

Item ID (MASTER_ITEM_TBL)

The item ID required to identify any item in the PeopleSoft system and used as the primary search key in the PeopleSoft system. This core item ID is located in the item master (MASTER_ITEM_TBL) record and can be displayed on the Define Items component (Items, Define Items and Attributes, Define Item). The fields in the MASTER_ITEM_TBL record are the basic setup to add a new item to the PeopleSoft system.

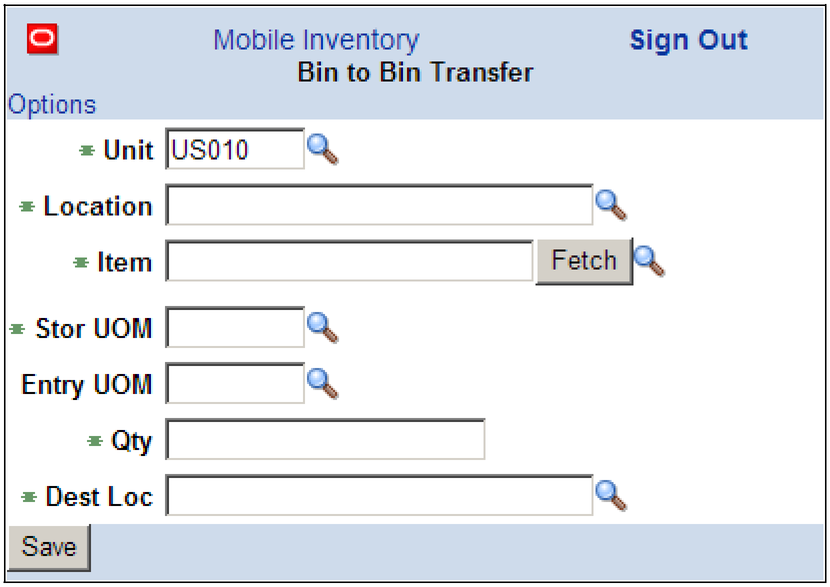
Alternate Item

A different item identification recorded within the PeopleSoft system. The alternate item IDs that can be used by the Alternative Item Identifiers feature are:

- *Product ID:* This code is used to identify items sold in your enterprise using the Customer Fulfillment Management applications such as PeopleSoft Order Management. The product ID (in the PROD_ITEM record) can be linked to an item ID (MASTER_ITEM_TBL).
- *Manufacturers Item ID:* This code is used to identify the item ID used by the manufacturer of the item. Manufacturers item IDs are recorded in the ITEM_MFG record. Multiple manufacturer item IDs can be linked to one item ID (MASTER_ITEM_TBL).
- *Vendor Item ID:* This code is used to identify the item ID used by the vendor who supplies the item. Vendors are mainly used by the Supplier Relationship Management applications such as PeopleSoft Purchasing. Vendor item IDs are recorded in the ITM_VENDOR record. Multiple vendor item IDs can be linked to one item ID (MASTER_ITEM_TBL).
- *UPC Code:* The Universal Product Code (in the INV_ITEMS record) can be entered on the Define Item - General: Classifications page for a specific item ID (MASTER_ITEM_TBL).
- *Universal Item IDs (UPN):* The universal item ID feature enables you to maintain and store Universal Product Numbers (UPN), Global Trade Item Numbers (GTIN), and other industry item identifiers within the PeopleSoft system. All UPN IDs are recorded in the ITEM_MFG_UPN_FS record.

Using Alternative Item Identifiers on the Main Transaction Pages

For many task flows, the main transaction page includes an Item field to search for information. For example, the main transaction page for the Bin to Bin Transfer task flow contains the Item field to search for an item ID (MASTER_ITEM_TBL) that is being transferred.



The main transaction page for the Bin to Bin Transfer task flow.

Item

If the Alternative Item Identifiers feature has not been enabled for the task flow, then this field can only be used to enter an item ID from the MASTER_ITEM_TBL record.

If the Alternative Item Identifiers feature has been enabled for the task flow, then this field can be used to enter an alternative item ID as well as an item ID from the MASTER_ITEM_TBL record. For example, if the user enters MED00871 in the Item field, the system determines that this is a manufacturer's item ID and locates the item ID (MASTER_ITEM_TBL) linked to MED00871. Using the Alternative Item Identifiers feature, the system performs the following search steps when a value is entered in the Item field:

1. If the value is a valid item ID (MASTER_ITEM_TBL), then the system uses the item ID and does not search for an alternate item identifier.

2. If the value is not a valid item ID (MASTER_ITEM_TBL), then the system looks for a match for an alternate identifier type.

3. If the value entered is not a valid item ID (MASTER_ITEM_TBL) and the system finds only one match to an alternate item identifier, then the system displays the item ID (MASTER_ITEM_TBL) , the alternate item ID, or both.

4. If the value entered is not a valid item ID (MASTER_ITEM_TBL) and the system finds more than one item matched to an alternate item identifier, then the system displays an error that indicates that multiple matches were found. The user can then use the other fields located in the *Alternate* collapsible region of the Look Up Item ID page to do a specific look up using just one of the alternate item value fields.

5. If no item ID (MASTER_ITEM_TBL) or alternate item ID is found for the task flow, then the system displays an error.

Fetch

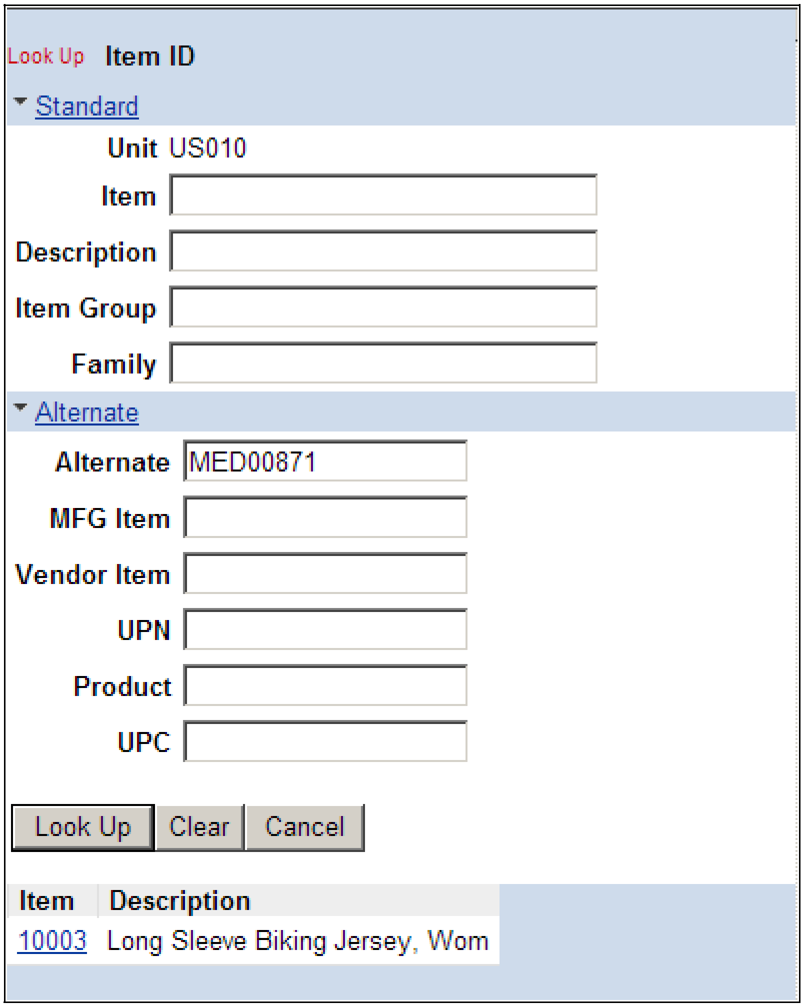
Click this button to perform a search for the value in the Item field. On the main transaction page, the system can only return one item and displays only the item ID (MASTER_ITEM_TBL).

 (Look Up Icon)

Click the Look Up icon beside the Item field to access the Look Up Item ID page where you can perform additional searches based on the item ID (MASTER_ITEM_TBL) or an alternate item ID.

Using Alternative Item Identifiers on the Look Up Item ID Page

On the main transaction page, use the Look Up icon beside the Item field to access the Look Up Item ID page.



Look Up Item ID page

If alternate item identifiers are enabled for a task flow in PeopleSoft Mobile Inventory Management, then additional fields appear in the Look Up Item ID page. These additional fields are located within a collapsible region with the title *Alternate*. This region contains these additional fields: Alternate, MFG Item, Vendor Item, UPN, Product, and UPC.

Alternate

Enter any type of item ID (MASTER_ITEM_TBL) or alternate item ID. When the user clicks the Look Up button the system searches for the item ID (MASTER_ITEM_TBL) that is linked to the value entered. For example, if the user enters MED00871 in the Alternate field, the system determines that this is a manufacturer's item ID and locates the item ID (MASTER_ITEM_TBL) linked to MED00871. When a user enters a value in the Alternate field, the system performs the following search steps:

1. If the value is a valid item ID (MASTER_ITEM_TBL) , then the system displays the item ID in the search results and does not search for an alternate item identifier.

2. If the value is not a valid item ID (MASTER_ITEM_TBL) , then the system looks for a match for an alternate identifier type. The search results are displayed on the bottom of the page and can include multiple matches to the value.

3. If no item ID (MASTER_ITEM_TBL) or alternate item ID is found, then the search results section is blank.

MFG Item

The system searches for only a manufacturer's item ID matching the value in this field.

Vendor Item

The system searches for only a vendor item ID matching the value in this field.

UPN

The system searches for only a universal item ID matching the value in this field. UPN identifiers can include Universal Product Numbers (UPN), Global Trade Item Numbers (GTIN), and other industry item identifiers within the PeopleSoft system.

Product

The system searches for only a product ID matching the value in this field.

UPC

The system searches for only a UPC code matching the value in this field.

Look Up

Click this button to perform a search based on the criteria entered above.

Item and **Description**

Displays the search results. Only the item ID and description from the MASTER_ITEM_TBL record are displayed.

Note. The Item field located in the Look Up Item ID page only searches for item IDs located in the MASTER_ITEM_TBL record. It does not use alternate item IDs.

Note. If the Filter All Alternate Items check box is not selected for the Par Count task flow, then the Alternate region does not appear on the Look Up Item ID page. Only the fields that are in the Standard region appear. This can improve performance.

Setting Up the Alternative Item Identifiers Feature

The setup of the Alternative Item Identifiers feature within PeopleSoft Mobile Inventory Management determines:

- If alternate item IDs can be used with the main transaction page or the Look Up Item ID page of the task flow.
- Which alternate item ID are used and which alternate item IDs are excluded. For example, manufacturer's item ID might be included but vendor item ID is excluded from the search. If a field is excluded, then it does not display in the *Alternate* collapsible region of the Look Up Item ID page.
- How the search results are displayed on the main transaction page of a task flow. The alternate item ID, the item ID (MASTER_ITEM_TBL), or both can be displayed in the search results.
- If you allow alternate item IDs to be searched when filtering a table.

To set up alternative items to be used with the Alternate Item Identifiers feature:

1. Define alternate item IDs:
   - *Product ID:* This code is used identify items sold in your enterprise using the Customer Fulfillment Management applications such as PeopleSoft Order Management. The product ID can be linked to an item ID (MASTER_ITEM_TBL) on the Product Definition - Definition page.
   - *Manufacturers Item ID:* This code is used to identify the item ID used by the manufacturer of the item. Define each manufacturer used on the Manufacturers page, then use the Define Item - Manufacturer's Item page to enter the manufacturer's item ID for a specific item ID (MASTER_ITEM_TBL). Multiple manufacturers can be linked to one item ID (MASTER_ITEM_TBL).
   - *Vendor Item ID:* This code is used to identify the item ID used by the vendor of the item. Vendors are mainly used by the Supplier Relationship Management applications such as PeopleSoft Purchasing. Define each vendor on the Vendor - Identifying Information page, then use the Purchasing Attributes - Item Vendor page to enter the vendor's item ID for a specific item ID (MASTER_ITEM_TBL). Multiple vendors can be linked to one item ID (MASTER_ITEM_TBL).
   - *UPC Code:* The Universal Product Code (UPC) can be entered on the Define Item - General: Classifications page for a specific item ID (MASTER_ITEM_TBL).
   - *Universal Item IDs (UPN):* The universal item ID feature enables you to maintain and store Universal Product Numbers (UPN), Global Trade Item Numbers (GTIN), and other industry item identifiers within the PeopleSoft system. To define universal item ID types, universal item identifiers, and manufacturers, use the Universal Item ID Types page (UPN_TYPE_CD), Universal Item Identifiers page (ITM_MFG_UPN), and the Manufacturers page (MANUFACTURER).
2. Create alternate item groups. Use the Alternate Item Groups page to define the alternate item IDs to be used within PeopleSoft Mobile Inventory Management. Only the alternate items IDs listed on this page are used when searching for the matching item ID.
3. Assign alternate item groups to the Inventory or Purchasing business units. The business unit for each mobile inventory task flow determines if alternate item identifiers are being used. The business unit for the task flow can be a Purchasing or an Inventory business unit. If a value is selected in the Alternate Item Group field for the Purchasing or Inventory business unit, then the task flow uses alternate items. This impacts what is displayed when looking up items. Use the Inventory Definition - Business Unit Options page to update the Inventory business unit and use the Purchasing Definition - Mobile Receiving page to update the Purchasing business unit.

4. Update alternate item options on the Installation Options - Mobile Inventory page. Within each task flow:
   - The Alternate Item Display field enables you to determine how the search results are displayed on the main transaction page. The item ID from the (MASTER_ITEM_TBL) record can be displayed, the alternate item ID can be displayed, or both can be displayed. When displaying both, you can choose if the item ID or the alternate item ID is displayed as the primary item.
   - The Filter All Alternate Items check box allows alternate item IDs to be searched when filtering a table. Note that selecting the Filter All Alternate Items check box can impact system performance.
5. (Optional) For an individual user, you can use the User Preferences - Mobile Inventory page to change the Alternate Item Display field or the Filter All Alternate Items check box. These options are set at the overall level on the Installation Options - Mobile Inventory page.

Pages Used to Set Up Alternate Item Identifiers

Page Name	***Definition Name***	***Navigation***	***Usage***
Manufacturers	MANUFACTURER	Items, Define Controls, Manufacturers	Set up manufacturers to be used with universal item IDs and with manufacturer's item IDs. See *PeopleSoft Managing Items 9.1 PeopleBook*, "Working with Items," Using Universal Item Identifiers.
Define Item - Manufacturer's Item	ITM_MFG_SP	Items, Define Items and Attributes, Define Item, General. Click the Manufacturers link on the Define Item - General: Common page.	Define items identification codes used by one or more manufacturers of this item. This page links the manufacturer's item ID to the item ID (MASTER_ITEM_TBL). See *PeopleSoft Managing Items 9.1 PeopleBook*, "Defining Items by SetID," Defining Items at the SetID Level.
Vendor - Identifying Information	VNDR_ID1	Vendors, Vendor Information, Add/Update, Vendor, Identifying Information	Define vendors used in your PeopleSoft system. See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Identifying Information.

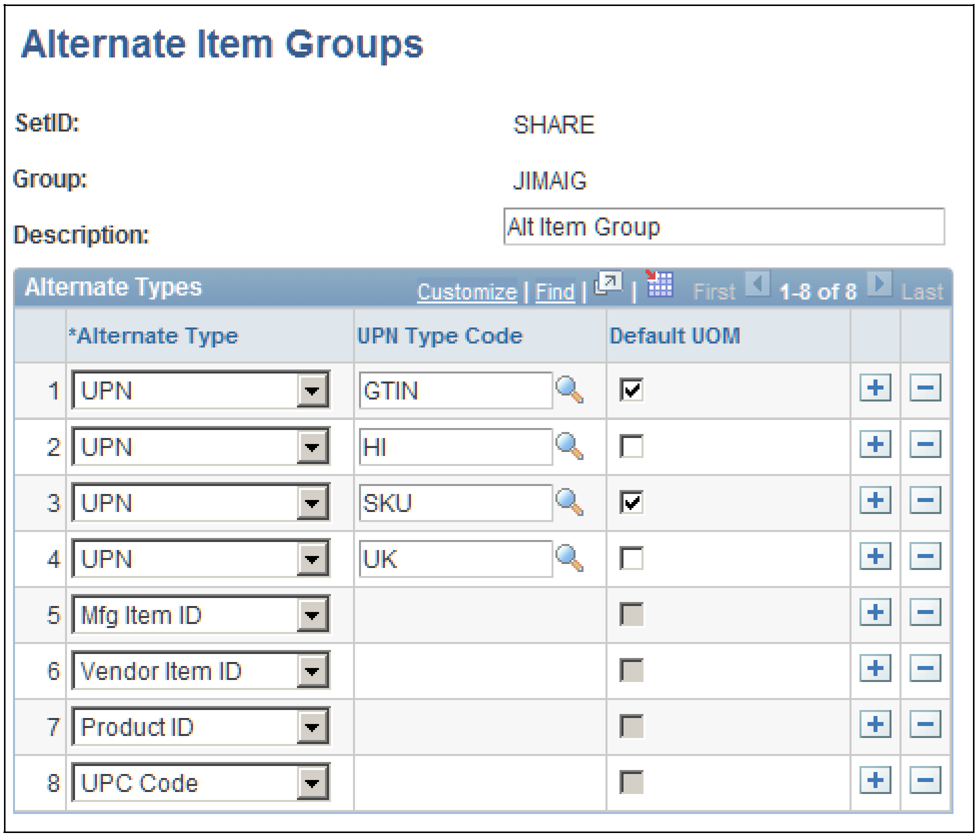
Page Name	***Definition Name***	***Navigation***	***Usage***
Purchasing Attributes - Item Vendor	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes, Item Vendor	Define item identification codes used by one or more vendors of this item. This page links the vendor's item ID to the item ID (MASTER_ITEM_TBL). See *PeopleSoft Purchasing 9.1 PeopleBook*, "Defining Purchasing Item Information," Defining Attributes and Priorities for Purchasing Item Vendor Relationships.
Product Definition - Definition	PROD_DEFN	Products, Identify Product Details, Definition	Define a product ID to be used in the Customer Fulfillment Management applications such as PeopleSoft Order Management, PeopleSoft Billing and PeopleSoft Product Configurator. The product ID can be linked to an item ID (MASTER_ITEM_TBL) on this page. See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Setting Up Products," Establishing the Product Definition.
Define Item - General: Classifications	INV_ITEMS_DEFIN4	Items, Define Items and Attributes, Define Item, General Click the Classifications link.	Enter the Universal Product Code (UPC) to be linked with the item ID (MASTER_ITEM_TBL). See *PeopleSoft Managing Items 9.1 PeopleBook*, "Defining Items by SetID," Defining Items at the SetID Level.
Universal Item ID Types	UPN_TYPE_CD	Items, Define Controls, Universal Item ID Types	Set up universal item identifier types. See PeopleSoft Managing Items 9.1 PeopleBook, Working with Items, Using Universal Item Identifiers. See *PeopleSoft Managing Items 9.1 PeopleBook*, "Working with Items," Using Universal Item Identifiers.

Page Name	***Definition Name***	***Navigation***	***Usage***
Universal Item Identifiers	ITM_MFG_UPN	Items, Define Items and Attributes, Universal Item Identifiers	Set up universal item IDs. See PeopleSoft Managing Items 9.1 PeopleBook, Working with Items, Using Universal Item Identifiers. See *PeopleSoft Managing Items 9.1 PeopleBook*, "Working with Items," Using Universal Item Identifiers.
Alternate Item Groups	IN_ALT_ITEM_GROUPS	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Alternate Item Groups	Create and maintain alternate item groups to define the alternate item types used. Valid alternate types include *Mfg Item ID, Product ID,UPC Code, UPN ,* or *Vendor Item ID.*
Inventory Definition - Business Unit Options	BUS_UNIT_INV5	Set Up Financials/Supply Chain, Business Unit Related, Inventory, Inventory Definition, Business Unit Options	Identify an alternate item group for an inventory business unit in the Mobile Inventory group box. The business unit for each mobile inventory task flow determines if alternate item identifiers are being used. The business unit for the task flow can be an Inventory business unit. If a value is selected in the Alternate Group field for the Inventory business unit, then the task flow uses alternate items. See *PeopleSoft Inventory 9.1 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Activating Optional Business Unit Features.

Page Name	Definition Name	Navigation	Usage
Purchasing Definition - Mobile Receiving	BU_OPT_MOBILE_REC	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition. Click the Mobile Receiving link.	Identify an alternate item group for an purchasing business unit. The business unit for each mobile inventory task flow determines if alternate item identifiers are being used. The business unit for the task flow can be a Purchasing business unit. If a value is selected in the Alternate Group field for the Purchasing business unit, then the task flow uses alternate items. See Chapter 4, "Using Mobile Receiving," Defining Mobile Receiving Purchasing Options, page 46.
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory	For each task flow, you can select the options for the Alternate Item Display field or the Filter All Alternate Items check box. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory	(optional) At the individual user level and for each task flow, you can select the options for the Alternate Item Display field or the Filter All Alternate Items check box. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the User Preferences - Mobile Inventory Page, page 14.

Defining Alternate Item Groups

Access the Alternate Item Groups page (Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Alternate Item Groups).



Alternate Item Groups page

Use the Alternate Item Groups page to define the alternate item IDs to be used within PeopleSoft Mobile Inventory Management. Only the alternate items IDs listed on this page are used when searching for the matching item ID. For example, if you do not include Product ID in the Alternate Types column then the system does not retrieve the item ID based on a valid product ID.

Alternate Type	Select the type of alternate item. Options include *Mfg Item ID,Product ID, UPC Code, UPN* (Universal Product Number), or *Vendor Item ID.* If you select *UPN* in this field, then you must select an option in the UPN Type Code field. The universal item identifiers feature within PeopleSoft enables you to maintain and store Universal Product Numbers (UPN), Global Trade Item Numbers (GTIN), and other industry item identifiers.
UPN Type Code (universal product number type code)	If you are using the universal item identifiers feature within PeopleSoft, use this field to select the UPN type code (universal item identifiers ID) for the row. This code is defined on the Universal Item ID Types page.
Default UOM (default unit of measure)	Select to indicate that the associated UOM should be used by the system as a default for the transaction. This option is only available when *UPN* is selected in the Alternate Type field. The UOM is defined on the Universal Item Identifiers page.

Accessing Mobile Inventory Management from a Mobile Device

To access PeopleSoft Mobile Inventory Management using a mobile device:

1. On your mobile device, open the PeopleSoft Mobile Inventory Management application by selecting Start – Internet Explorer.

2. Enter the URL for the PeopleSoft Mobile Inventory Management application. You could also add the URL as a favorite for access through the Menu - Favorites menu.

3. Log in to the PeopleSoft Mobile Inventory Management application using your PeopleSoft user name and password.

Chapter 3

Performing Item Stock Inquiries Using Mobile Devices

This chapter provides an overview of Mobile Inventory Management Item Stock inquiries and discusses how to:

- Define setup and installation options for Item Stock inquiries.
- Perform Mobile Inventory Item Stock inquiries

Understanding Mobile Inventory Management Item Stock Inquiries

Use the Item Stock Inquiry page on a mobile device to check the stock quantities of items within a PeopleSoft Inventory business unit. Using the Item Stock Inquiry page, enter the PeopleSoft Inventory business unit and the item ID to display the stock quantities within the material storage locations of the business unit.

Additional information can also be displayed including; serial IDs, lot IDs, any storage containers that hold the stock, the item status of the stock (Open, Restricted, Hold, or Rejected), staged date, nettable status, and if the stock is non-owned.

To review item stock levels using a mobile device:

1. Select the Item Stock Inquiry component on the PeopleSoft Mobile Inventory main menu.
2. Verify the business unit is the correct inventory business unit on the Item Stock Inquiry page.
3. Scan or enter the item ID in the Item field.
4. Click the Fetch button.

   The system provides inventory information about the item that you selected including the total quantity of the item, all of its locations, and the quantities at each location.

Additional Fields Available for the Item Stock Inquiry Page

The following fields from PeopleSoft Inventory can be displayed on the Item Stock Inquiry page of the mobile device if you customize your display. These fields are provided through the web service.

- The Last Transaction and Last Transaction Date fields can display the type of transaction and the date of the last activity performed on this item stock.

- The Available Quantity field includes all item stock in an open inventory status that has not been reserved, allocated, promised, backordered or pegged. The Available Quantity value can help you determine the stock available to fulfill orders or transfer requests.

Defining Setup and Installation Options for Item Stock Inquiries

You use the PeopleSoft system to define options that determine how PeopleSoft Mobile Inventory Management is used on mobile devices. These options determine the default values or features available on the Item Stock Inquiry page. The following PeopleSoft pages are used to define component interfaces, services, default values, and features for the Item Stock Inquiry page displayed on a mobile device.

This section discusses how to:

- Define installation options for Item Stock inquiries.
- Define user preferences for Item Stock inquiries.

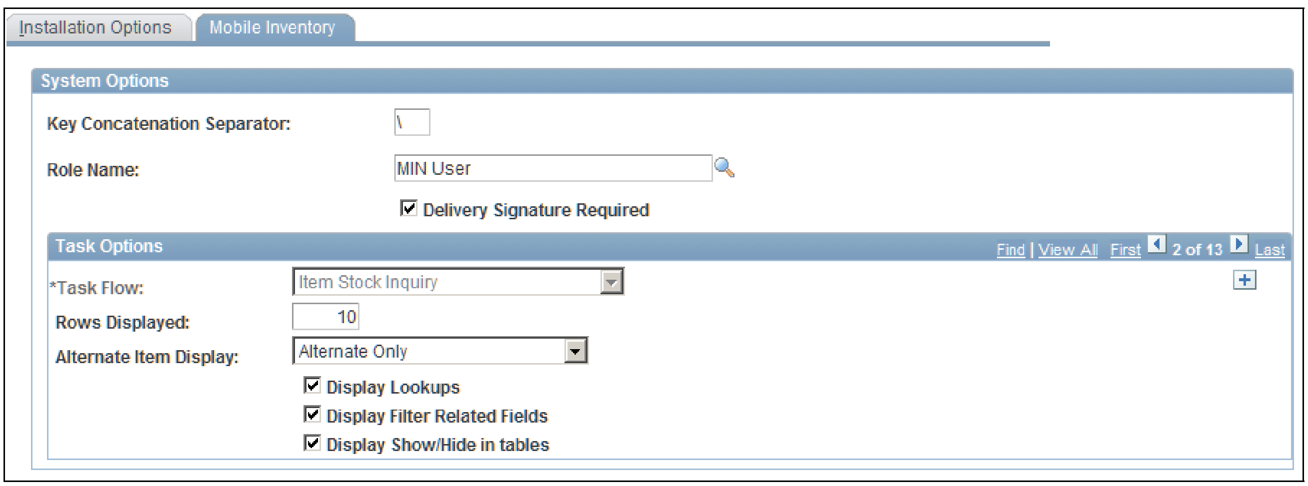
Pages Used to Define Setup and Installation Options for Item Stock Inquiries

Page Name	***Definition Name***	***Navigation***	***Usage***
Setup Component Interfaces	MIN_CMPINTFC	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Component Interfaces	Define the component interface for the Item Stock Inquiry mobile page. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
Setup Mobile Services	MIN_SERVICES	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Mobile Services	Identify and setup the PeopleSoft Integration Broker services to be used with the Item Stock Inquiry mobile page.
Mobile Inventory Installation	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory	Define Mobile Inventory installation options at the system level. These options determine what features are available on the mobile devices and how the mobile page should appear. For the Item Stock Inquiry page, use the value of *Item Stock Inquiry* in the Task Flow field.

Page Name	***Definition Name***	***Navigation***	***Usage***
User Preferences – Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Overall Preferences	Use the Business Unit field to define the default Inventory business unit for the user. The unit is used on the Item Stock Inquiry page on the mobile device.
Mobile User Task Options	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences	Define user preferences for Item Stock inquiries. For individual users, you define options to determine what features are available on the mobile devices and how the mobile page should appear.

Defining Installation Options for Item Stock Inquiries

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Installation Options, Mobile Inventory).



Installation Options - Mobile Inventory page (Item Stock Inquiry)

Use this page to define default values for Mobile Inventory Item Stock Inquiry page.

Task Flow Identifies the Mobile Inventory page or menu option that uses the settings on this page. Enter the value of *Item Stock Inquiry* to define installation-level options for the Item Stock Inquiry page.

Rows Displayed Enter the maximum number of items to display in the search results of the Item Stock Inquiry page. You can scroll through additional data by using the Next link.

Alternate Item Display	Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: Alternate Only, Alternate as Primary, Item Only, and Item as Primary. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.
Display Lookups	Select this check box to display the Lookup icon for the business unit and item fields at the top of the Item Stock Inquiry page on the mobile device. The Lookup icon enables you to view a list of values and select one.
Display Filter Related Fields	Select this check box to display the Filter field and Filter button on the Item Stock Inquiry page. Deselect the check box to remove the filter functionality from the Item Stock Inquiry page.
Display Show/Hide in tables	Select to display the Show/Hide icon in the storage locations area of the Item Stock Inquiry page. This option enables you to expand or collapse additional location information.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.

Defining User Preferences for Item Stock Inquiries

Access the Mobile Inventory User Preferences page (Set Up Financials/Supply Chain, Common Definitions, User Preferences).

This page enables you to customize Item Stock Inquiry page for an individual user. The fields displayed in this component are the same as the Mobile Inventory Installation page. Select the Use Installation Values check box to use the values defined for installation options. When you select the check box the remaining check boxes are no longer available for entry, and the system uses the installation values for Item Stock inquiries.

See Also

Chapter 3, "Performing Item Stock Inquiries Using Mobile Devices," Defining Setup and Installation Options for Item Stock Inquiries, page 28

Performing Mobile Inventory Management Item Stock Inquiries

This section discusses how to:

- Use the Item Stock Inquiry page.
- View additional item stock details.

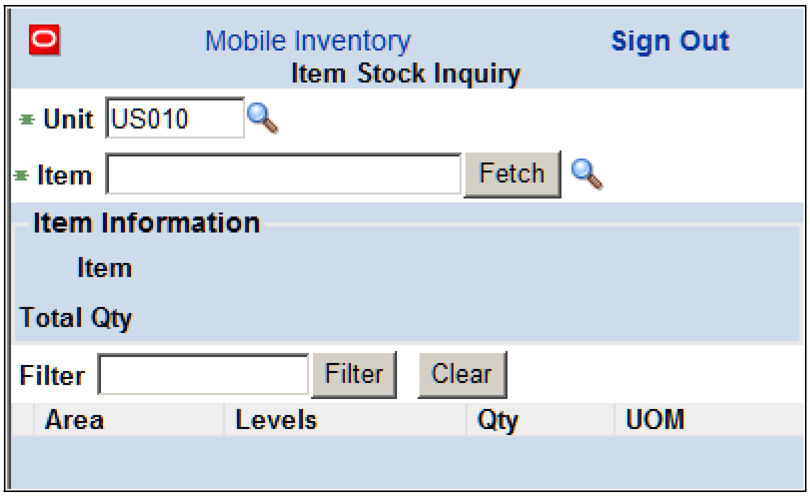
Pages Used to Perform Mobile Inventory Item Stock Inquiries

These Mobile Inventory pages are used for Item Stock inquiries:

Page Name	*Navigation*	*Usage*
Item Stock Inquiry	Mobile Inventory, Item Stock Inquiry	Use the Item Stock Inquiry page.
Item Stock Inquiry (with additional item details	Mobile Inventory, Item Stock Inquiry and click the Expand icon in the search results	View additional item stock details.

Using the Item Stock Inquiry Page

Access the Item Stock Inquiry page (Mobile Inventory, Item Stock Inquiry).



Item Stock Inquiry page

You can use a mobile device to check the current stock levels of an item within a PeopleSoft Inventory business unit.

Unit Displays the PeopleSoft Inventory business unit where the item stock is located. A default value displays in this field based on your user login ID. This is a required field.

Item

Scan or enter the PeopleSoft inventory item ID for the stock you want to review. Based on setup at the installation level, you can enter other item identification numbers such as alternate item identifiers.

After entering an item in this field, you can tab out of the field or click the fetch button. The system clears the item field and displays the entered item, alternate item, of both (depending on the Alternate Display option) in the Item Information group box. In addition, the system lists the location, quantity and UOM in the grid below.

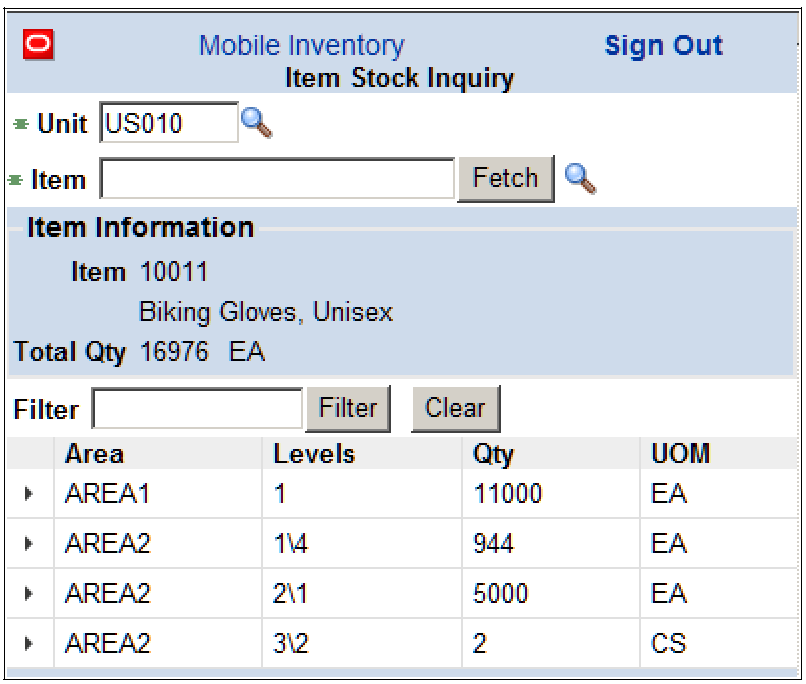
See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

(Lookup icon)

Click the Lookup icon to access the Lookup page where you can search for field values. On the Item Stock Inquiry page, the Lookup icon enables you to search for business units and items.

Fetch

Click to initiate a search for the business unit and item combination. The results are displayed below in the Item Information area. The fetch is also initiated when you tab out of the Item field.



The Item Stock Inquiry page with search results

Item (within the Item Information group box)

Displays the PeopleSoft Inventory item ID and item description. The Item Information table displays item stock information at the PeopleSoft Inventory business unit level.

A description of the item appears below the item ID.

Total Qty (total quantity in the Item Information group box)

Displays the total item quantity within the PeopleSoft Inventory business unit expressed in the standard unit of measure for the item. The total quantity will vary based on the filtered locations.

Note. The Available Quantity value (reflecting the total item quantity that you can use to fulfill demand) can be displayed on this page if needed.

Filter (field and button)

Use the Filter feature to limit your existing search results to rows that meet your criteria. This feature reduces the original search results to a smaller number of rows so that you can focus on your area of interest.

Use the Filter field to enter a value, such as storage area, to compare to the existing search results. The filter will search the following fields; Storage Area, Levels, Units of Measure,Serial ID, Lot ID, and Container.

Click the Filter button to apply your filter value to the existing search results and display only the rows that match your filter. The filter feature is also initiated when you tab out of the Filter field. For example, if you enter AREA1, then the search results are reduced to display only the rows with the storage area name AREA1.

Note. The Filter feature is applied to the existing search results and does not perform another search on data within PeopleSoft.

Clear

Click the Clear button to restore your original search results after applying a filter. This button removes the filter and displays all search rows.

Note. The Clear button does not perform another search on data within the PeopleSoft system.

Expand

Click the Expand icon to display additional information about the row of item stock; including a storage container that holds the stock, the item status of the stock (Open, Restricted, Hold, or Rejected), staged date, nettable status, and if the stock is non-owned.

Collapse

Click the Collapse icon to hide additional information about the row of item stock.

Area

Displays the storage area containing the stock.

Levels

Displays the storage levels containing the stock. Item stock is stored in a material storage location that consists of a storage area and storage levels.

A storage area can be divided into a maximum of four storage levels, with each level representing a physical subdivision of the area. For example, you might have a three-level warehouse area consisting of 15 aisles, with 10 cabinets per aisle and 5 shelves per cabinet.

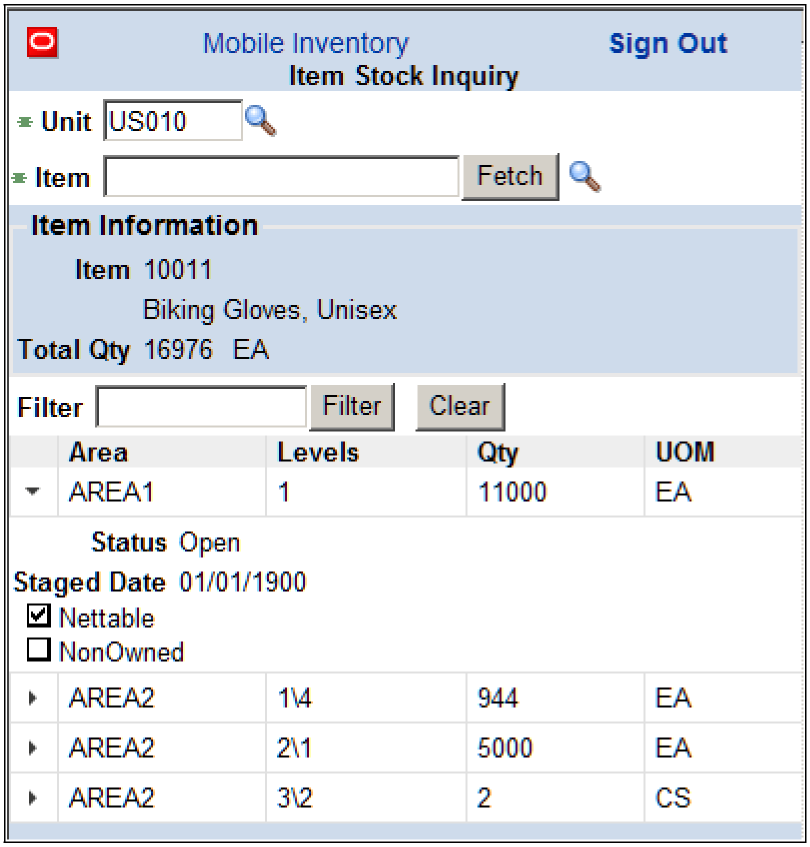
QTY (quantity)

Displays the item quantity currently in the material storage location. This quantity is the entire item quantity within the location regardless of the stock state; it includes stock that is in various fulfillment states as well as stock in all the item statuses (Open, Restricted, Hold, or Rejected).

UOM (unit of measure)	Displays the unit of measure for the storage location.
Serial ID	Displays the serial identification numbers for the item stock in this location. This field only displays if the item is serial-controlled.
Lot ID	Displays the lot identification numbers for the item stock in this location. This field only displays if the item is lot-controlled.

Viewing Additional Item Information

Access the additional item information section (click the Expand icon next to the Area column).



The Item Stock Inquiry page with additional information in the search results

Use the expanded section to view additional information about the item in this location. To collapse the section, click the Collapse icon for the row of data.

Container	Displays the storage container holding the stock. If the stock is not in a storage container, this field does not display.
Status	Displays the item status of the stock. The options are: Open, Restricted, Hold, or Rejected.

Staged Date	Displays the stage date of the stock. Staged-date tracking enables you to track all stocked items according to the date that they were put into inventory. If stage date tracking is not used in the environment, then the value of *01/01/1900* is displayed.
Nettable	This check box is selected if the stock in this location can be used to fulfill demand from stock requests or other orders.
NonOwned	This check box is selected if the stock is not-owned or consigned. This check box is deselected if the PeopleSoft Inventory business unit owns the items stored in this material storage location.

Chapter 4

Using Mobile Receiving

This chapter provides an overview of receiving stock in PeopleSoft Inventory using Mobile Inventory and discusses how to:

- Set up the PeopleSoft system for use with Mobile Receiving.
- Receive purchase order receipt lines using a mobile device.
- Receive items by ad hoc receipt using a mobile device.

Understanding How to Receive Stock in PeopleSoft Inventory Using Mobile Receiving

The Mobile Receiving task flow integrates with the PeopleSoft Purchasing system to receive and put away received goods. Receiving rules are defined in the PeopleSoft system business processes leading up to the actual receipt. These processes include setting up items and creating requisitions and purchase orders. Mobile Receiving leverages this base information, and makes the process of receiving goods more efficient and accurate and moves data into the PeopleSoft system in real time.

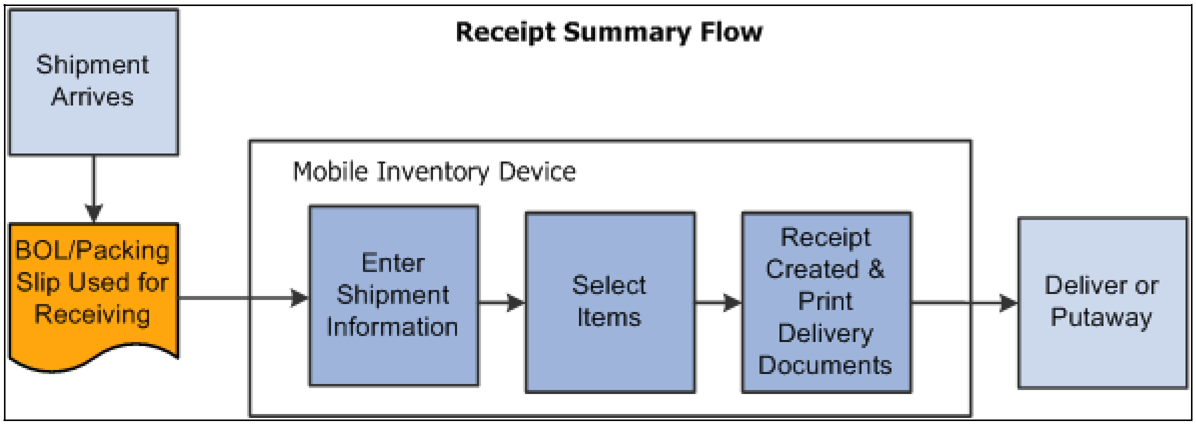
Note. To make changes to a receipt after an item has been received, you need to use the PeopleSoft system online Receiving pages.

When stock arrives at the receiving location, you receive it using a mobile device with the Mobile Receiving task flow. You can receive inventory or non-inventory items, with or without associated purchase orders. Receipts with a purchase order can be for items that will be stocked in inventory, for items that will go directly to par locations, or for items that will go directly to various departments. A receipt without a purchase order (ad hoc receipt) can be interfaced to the same products as a purchase order receipt. Only non-inventory items can be received without a purchase order.

If the source of a receipt is not a current *vendor* the PeopleSoft system, then you can enter it during Mobile Inventory Receiving.

If the *attention to* or *location* information for delivery is not in the PeopleSoft system, then you can enter it during Mobile Inventory Delivery.

This diagram illustrates the flow of information through the Mobile Receiving process beginning with when the shipment arrives at the ship to location:



Receipt Summary Flow

When a shipment arrives at the receiving location, it typically arrives with a bill of lading or packing slip. These documents can be used to gather information needed to record the receipt. Using a mobile device at the receiving location, you can enter shipment information. You select items to be received and determine if there are additional items in the shipment that need to be received. After determining all of the items that have been received, you can create and print a receipt. The information is relayed back to the PeopleSoft system where you can perform the downstream receipt processes.

Note. Entering shipment information is optional.

You can also select to print delivery documents. Delivery information becomes available only after the item has been received. When you select to print delivery documents, the system uses the receipt information and initiates the RECV_DEL multi-process job. The job gathers receiving data for the Receipt Delivery Detail report.

See Chapter 6, "Using Mobile Delivery," page 83.

Simple and Advanced Selection of Items for Receipt

The difference between a simple and an advanced search for receipt items is the number of input fields that you can use. After you enter information in the selection fields, the rest of the search is the same. The search produces a list of purchase order lines and you select the lines to include in the receipt.

You use a simple search when the shipment is for one purchase order ID. You enter the purchase order ID and the mobile device displays a list of items for that purchase order that match the default ship to location and the due dates that are in the date range selection. You select the purchase order lines and schedules that are in the shipment and enter or adjust the quantity received.

An advanced search is used if you need to refine the selection criteria beyond just the purchase order and default ship to. Some examples include receiving a past due purchase order in which the due date is prior to the Days +/- field value.

Another example might be when a shipment includes items from multiple purchase orders. In this case you have several options. First, you can create one receipt for each purchase order using a simple search. Second, you can use the advanced selection to create a list of purchase order lines that you can receive in one shipment. To do this, you enter selection criteria to find matches in the shipment's purchase order lines.

A final example might be when a packing slip does not include the purchase order ID. In this case you can search for the purchase order by entering a vendor, manufacturing item ID and so on.

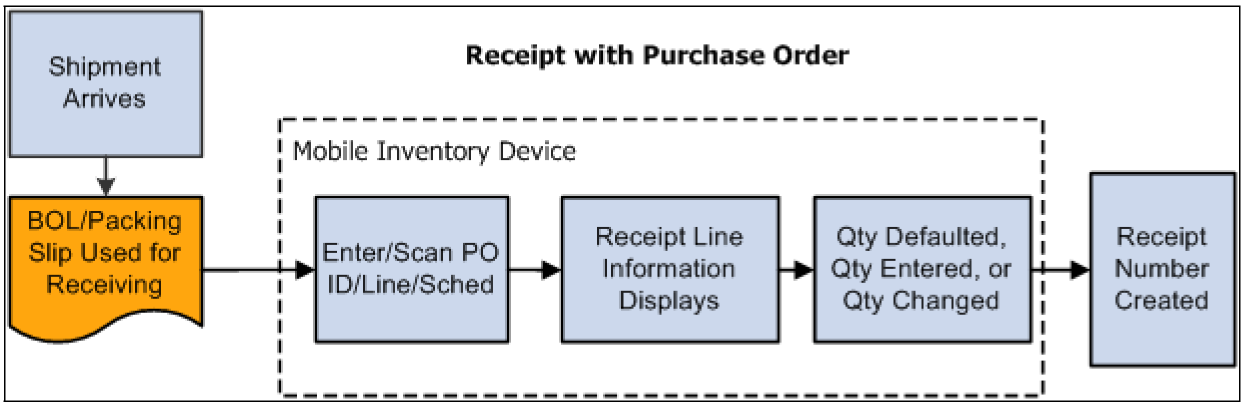
Purchase Order Receipts

To take advantage of the purchasing authorizations established during the requisition and purchasing process, goods and services that you receive need to be referenced against a purchase order. With Mobile Receiving, the purchase order must exist; however, lines and schedules might not be known by the person recording the receipt.

The system provides default receiving and purchase order business units, derived from User Preferences, but you can override the values. The Mobile Receiving application automatically assigns a number to the receipt, but you can override the number. A component interface built on top of the Add/Update Receiving page processes the transaction from Mobile Receiving. Component interfaces for Mobile Receiving include MIN_PO_RECV_CI and PO_RECEIPT_CI.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Understanding Mobile Inventory Management Setup in PeopleSoft, page 5.

This diagram illustrates the flow for how a purchase order shipment is received and a receipt is created for the transaction. It also highlights the Mobile Receiving part of the flow:



Receipt with purchase order flow

When a purchase order is defined and the shipment arrives at the receiving location, you use a mobile device to enter or scan the purchase order ID, if the purchase order ID is bar coded on the packing slip. Upon reading the purchase order, the mobile device displays the purchase order receipt line information including the vendor item description ID and default quantity, if it exists.

A setup option is available to control which item ID displays on the mobile page. You can select to display the item by:

- Purchase order line item.
- Vendor item.
- Manufacturing item.

If your user preferences are set to provide a default purchase order quantity or quantity remaining for receiving, the mobile device displays the quantity for you. However, if your user preferences are set for blind receiving or not to provide default quantities, then the system does not provide a quantity.

These user preferences are defined on the Receiver Setup page. To access the page, select: Set Up Financials/Supply Chain, Common Definitions, User Preferences Define User Preferences, click the Procurement link, and then the Receiver / RTV Setup link. Select the Blind Receiving Only check box to not display a quantity. Or, select the No Order Qty button to not display the purchase order quantity.

You can view additional details about individual items by clicking the Show link. Select the lines included in this receipt, enter or change the receipt quantity and save. When saving the receipt, you can trigger the RECV_DEL multi-process job to create the Receipt Delivery Detail report. Repeat the receiving process to receive more purchase order lines. After receiving the items, you can then use the mobile device with Mobile Delivery to complete the delivery verification of the items. When you save the receipt, the system provides the option to close short purchase order lines that are being received.

Other processes that the system can trigger are based on user preferences. For example: interface receipts and streamline subcontract. However, for this release we are not providing the ability to change these triggers and these triggers receive their default values from user preferences.

Note. You can add receipts for lot-controlled and serial-controlled items, device tracked items, and asset items. You cannot enter values for the receipt until you access the PeopleSoft system's Receiving page to enter the values after you save the mobile receipt.

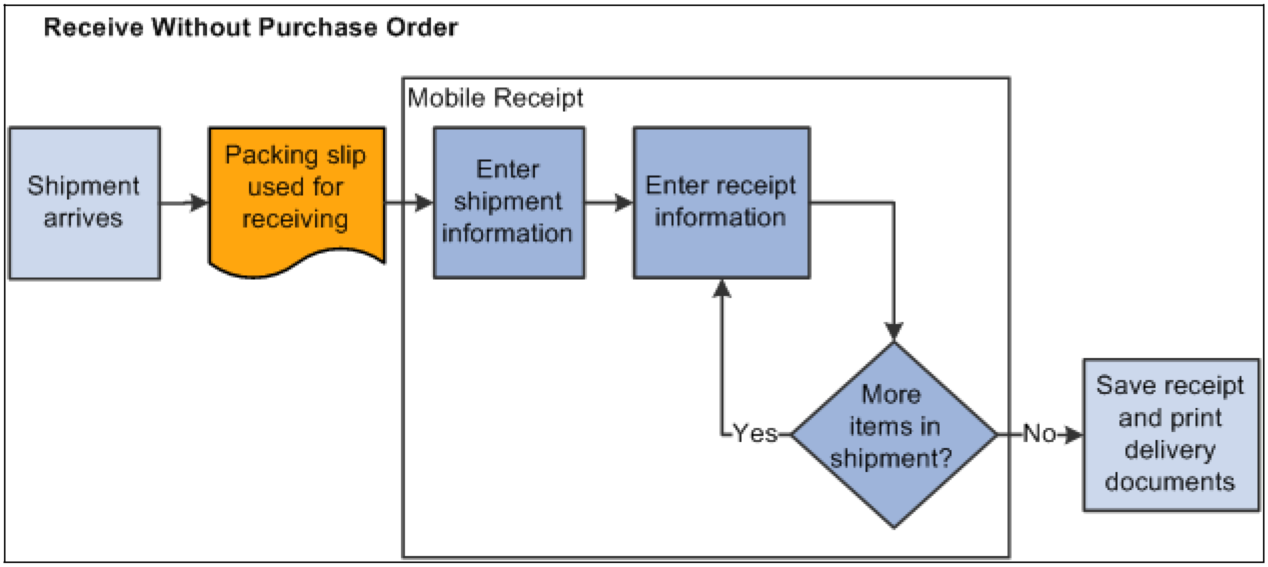
Ad Hoc Receipts

Ad hoc receipts are receipts without a purchase order and provide you the capability to track a package from receipt to delivery. For example, if a salesperson ships samples to a doctor's office, a purchase order or accounts payable transaction is not generated, but the samples are received and delivered.

Another example might be when a department orders supplies using a credit card. In this case, there is not a purchase order and an invoice is not sent to accounts payable. When these items arrive, the receipt needs to be recorded and the items delivered to the appropriate person or department.

Note. To use the ad hoc receipt transaction, ensure that the Change Non PO Receipt Price check box is selected on the Receive Setup page for your user preferences. To access the check box, select: Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, click the Procurement link, and then click the Receiver / RTV Setup link.

This diagram illustrates the process flow to receive an item and create an ad hoc receipt. It highlights the part of the flow where you use Mobile Receiving:



Ad hoc receipt process flow

Using ad hoc receipts, you can provide basic information about the receipt, add multiple items to the receipt, and save the receipt into the PeopleSoft system where you can review and update the receipt. The receipt is also available to a mobile device so that Mobile Delivery can complete the delivery of the received items.

See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Component Interfaces for Mobile Inventory Management, page 7

Setting Up the PeopleSoft System for Use with Mobile Receiving

This section discusses how to:

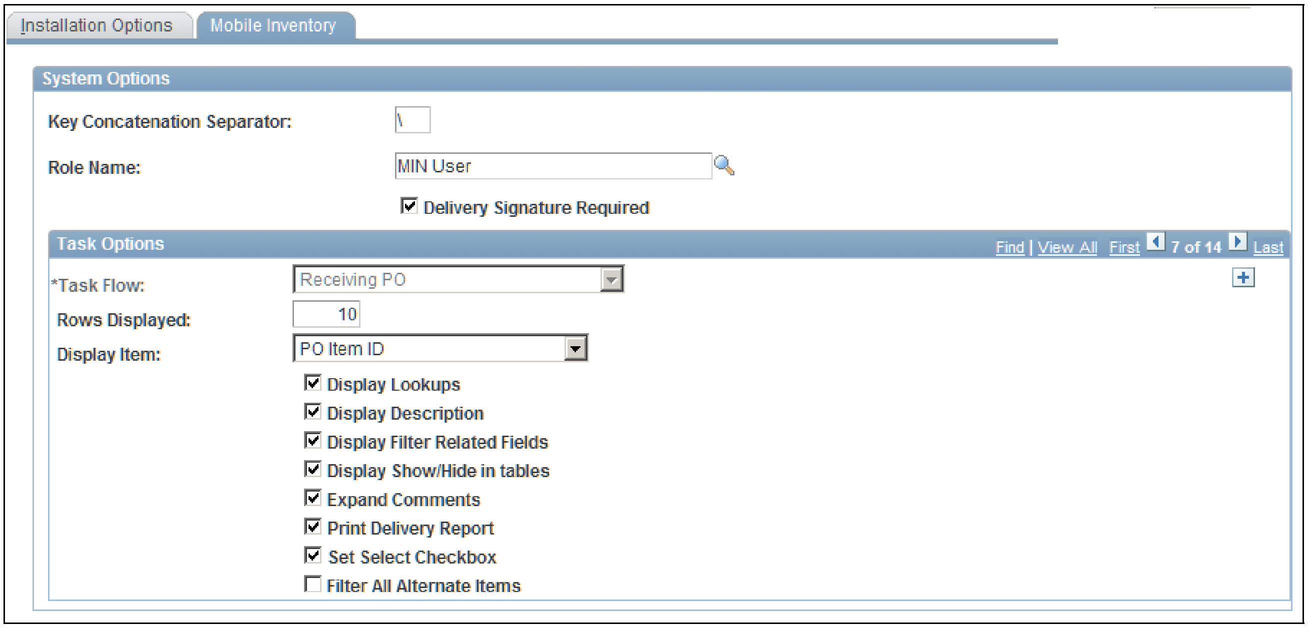
- Establish Mobile Receiving installation options for purchase orders with receipts.
- Establish Mobile Receiving installation options for ad hoc receipts.
- Define user preferences for Mobile Receiving.
- Define Mobile Receiving purchasing options.
- Establish printer defaults for the Mobile Receiving Delivery report.

Pages Used to Set Up the PeopleSoft System for Mobile Receiving

Page Name	*Definition Name*	*Navigation*	*Usage*
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, and select either the Receiving PO or Receiving Ad Hoc task flow	Establish Mobile Receiving options for purchase orders with receipts. Establish Mobile Receiving options for ad hoc receipts. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Inventory	Define user preferences for Mobile Receiving.
Mobile Receiving	BU_OPT_MOBILE_REC	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, and click the Mobile Receiving link	Establish Mobile Receiving Ad Hoc default values.
Receiver Setup	OPR_DEF_RECV_SEC	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement. Click the Receiver / RTV Setup link.	Establish printer defaults for the Mobile Receiving Delivery report.

Establishing Mobile Receiving Installation Options for Purchase Orders with Receipts

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory, and select the Receiving PO task flow).



Installation Options - Mobile Inventory: Receiving PO task flow page

You use installation options to define default values for Mobile Receiving pages in the PeopleSoft system and to control the behavior of the transaction.

Delivery Signature Required

Select to indicate that the mobile application requires a signature of the person receiving a delivery. When this option is selected, the Perform Delivery page requires a signature.

See Chapter 6, "Using Mobile Delivery," Adding a Signature to a Delivery, page 106.

Rows Displayed

Enter the maximum number of rows that you want to display in the tables for the Mobile Receiving application.

Display Item

Select the item ID value that you want to display for the receipt line when it is displayed in Mobile Receiving. Values include:

- Mfg Item ID
- PO Item ID
- Vendor Item ID

The display value that you select will be the item ID displayed in the Mobile Receiving page. You can view the other item ID values by opening the Show table.

Display Lookups

Select this check box to display the Lookup icons for fields in this transaction. The Lookup icon enables you to view a list of values and select one.

Display Description

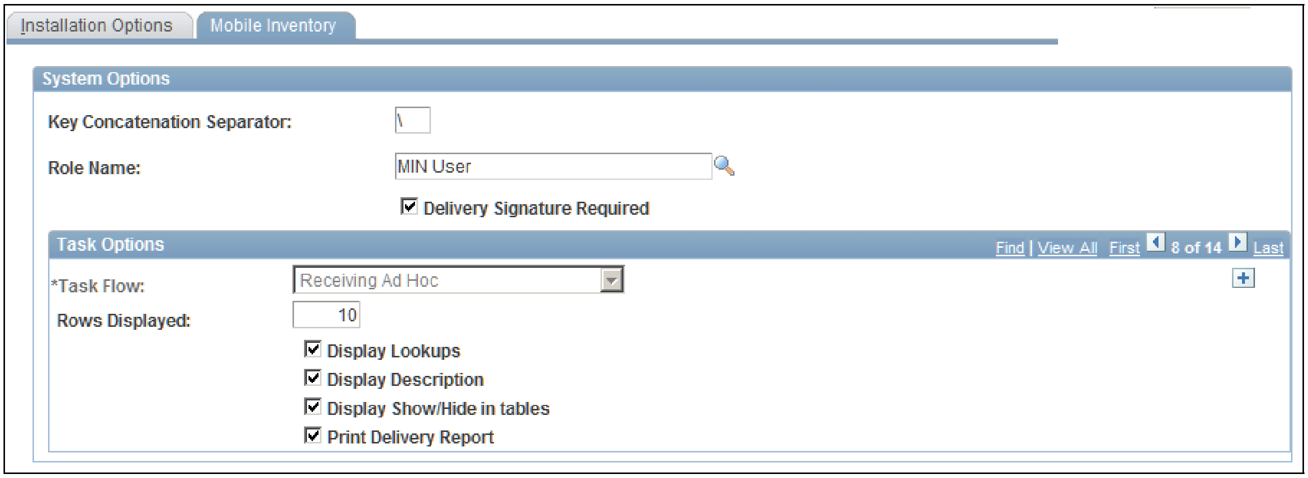
Select to display the item descriptions. If this option is selected, the description always displays for description only lines.

Display Filter Related Fields	Select to display the Filter field and Filter button on the page. Deselect the check box to remove the filter functionality from the page.
Display Show/Hide in Tables	Select to display the Show and Hide icons in tables. **Note.** When you use the PeopleSoft system, values in a grid are equivalent to values in an Application Development Framework (ADF) table.
Expand Comments	Select to indicate that if comments are entered for a purchase order at the header level, at the line lever, or for the ship to location, then the comments section of the Mobile Inventory - Receiving pages is expanded in the comments section.
Print Delivery Report	Select to run a Delivery report when you create the receipt. The system initiates the RECV_DEL multi-process job in the same business event in the PeopleSoft system.
Set Select Checkbox	Select to set the default value for the Sel check box to selected when you access the Receiving - Receive Lines page.
Filter All Alternate Items	Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table. Deselect to indicate that only the item ID is to be used for filtering, which also improves system performance.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.

Establishing Mobile Receiving Installation Options for Ad Hoc Receipts

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory, and select the Receiving Ad Hoc task flow).



Installation Options - Mobile Inventory: Receiving Ad Hoc task flow page

You use the installation options to define default values for Mobile Receiving pages in the PeopleSoft system and to define page values available on a mobile device.

Each field on this page is also on the Installation Options - Mobile Inventory: Receiving PO task flow page.

See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13

Chapter 4, "Using Mobile Receiving," Receiving Purchase Order Receipt Items Using a Mobile Device, page 48

Defining User Preferences for Mobile Receiving

Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory and select the Receiving PO task flow).

Note. Select the Receiving Ad Hoc task flow to define ad hoc receiving user preferences.

The User Preferences - Mobile Inventory: Receiving PO task flow and Receiving Ad Hoc task flow pages use the same values as the corresponding Installation - Mobile Inventory pages. When you are setting up user preferences, you can select the Use Installation Values check box to use installation values instead of defining user preferences. When you select the check box, user preferences values are no longer available.

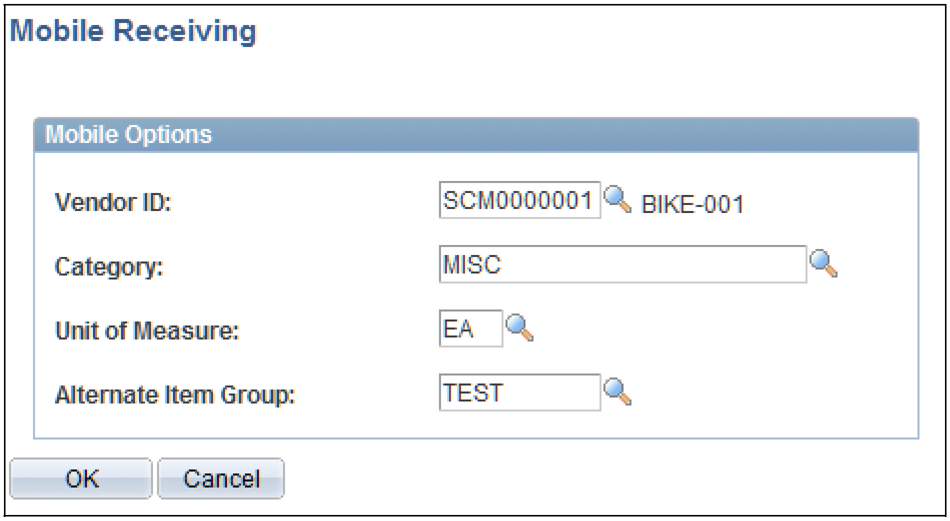
See Also

Chapter 4, "Using Mobile Receiving," Receiving Purchase Order Receipt Items Using a Mobile Device, page 48

Chapter 4, "Using Mobile Receiving," Receiving Items by Ad Hoc Receipt Using a Mobile Device, page 65

Defining Mobile Receiving Purchasing Options

Access the Mobile Receiving page (Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, and click the Mobile Receiving link).



Mobile Receiving page

You use this page to define default values that will be used by the Receiving Ad Hoc component.

Vendor ID

Select a vendor ID that will be used as the default value when creating an ad hoc receipt.

Category ID

Select an item category that will be used as the default value when creating an ad hoc receipt and the item ID is blank.

Unit of Measure

Select a unit of measure that will be used as the default value when creating an ad hoc receipt and the item ID is blank. The system uses the UNITS_TBL record to validate the unit of measure.

Alternate Item Group

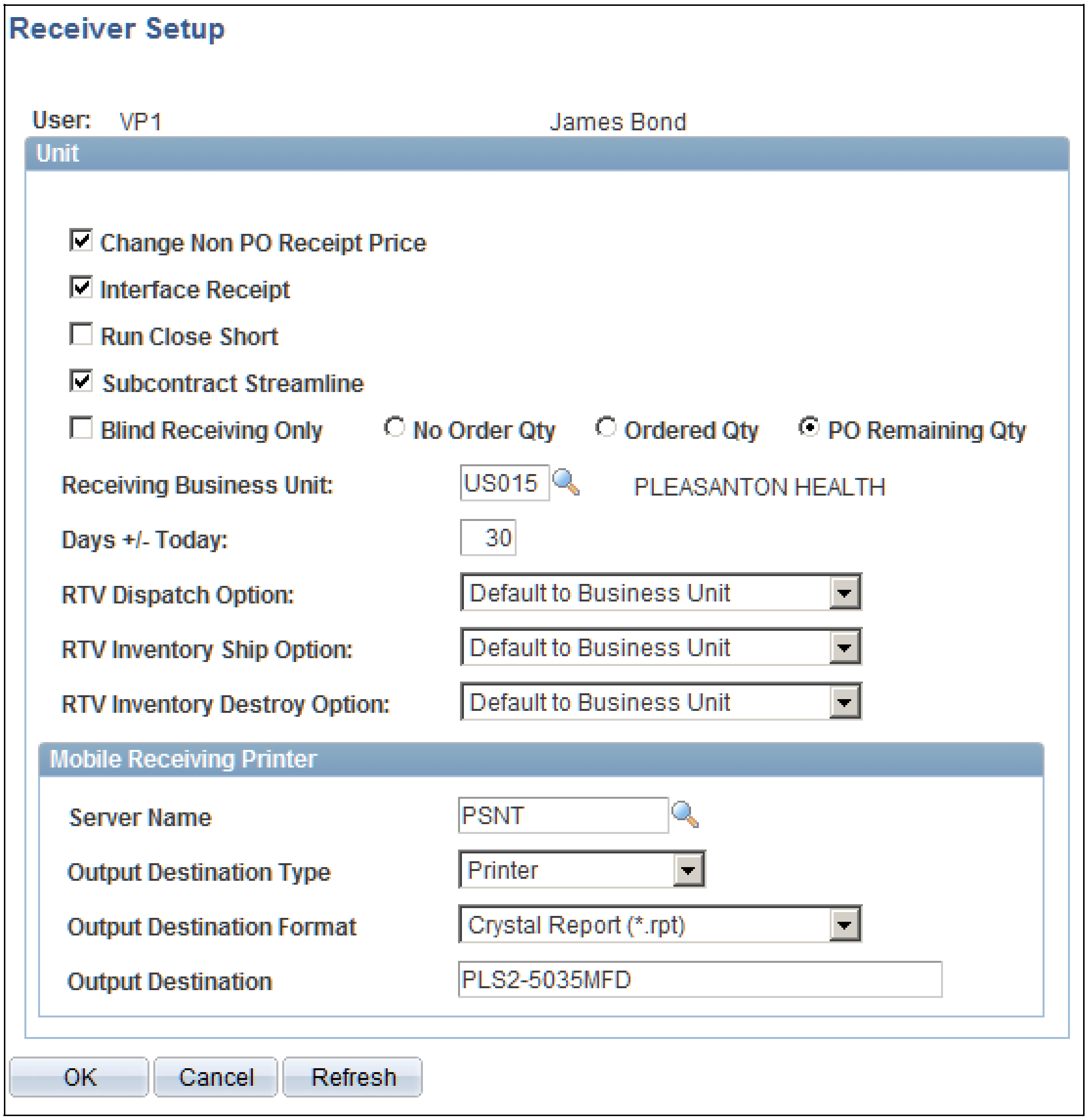
Select an option that determines the alternate item group to which the system should use if you are using the Alternate Item feature.

For additional information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Establishing Printer Defaults for the Mobile Receiving Delivery Report

Access the Receiver Setup page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement and click the Receiver / RTV Setup link).



Receiver Setup page

Use this page to set up printer default values in the Mobile Receiving Printer section of the page. These values are used by the Receiving PO and Receiving Ad Hoc components when printing the Mobile Receipt Delivery report.

Server Name	Select a Process Scheduler Server Name that will be used for running the print delivery report.
Output Destination Type	Select an output destination type as printer to direct the delivery report to the printer.
Output Destination Format	Select a output destination format for printing the delivery report.
Output Destination	Select the Printer to print the receipt delivery report .

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining Receiving and RTV User Preferences.

Receiving Purchase Order Receipt Items Using a Mobile Device

This section discusses how to:

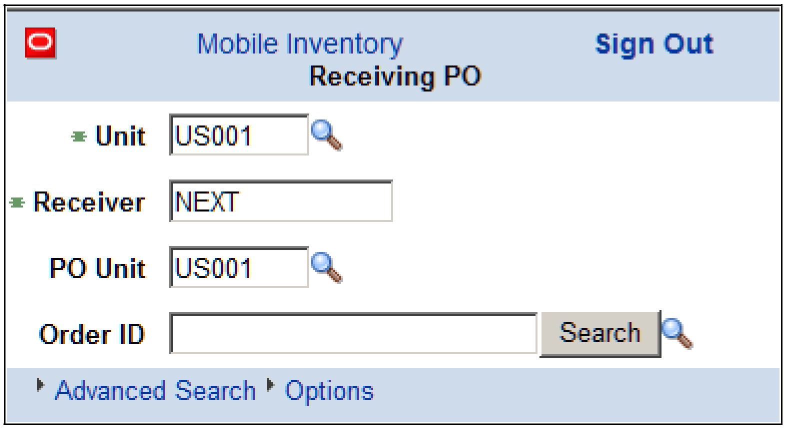
- Search for purchase order items to receive.
- Select purchase order items to include in the receipt and input the quantity received.
- Enter purchase order receipt line information.
- Enter multiple pro numbers for a purchase order receipt line.
- Update purchase order receipt header information.
- Confirm the creation of a purchase order receipt.

Pages Used to Receive Purchase Order Receipt Items Using a Mobile Device

Page Name	***Navigation***	***Usage***
Receiving PO Selection	Mobile Inventory, Receiving PO	Search for purchase order items to receive.
Receiving PO - Receive lines	Mobile Inventory, Receiving PO. Click the Lookup icon on the Receiving page	Select purchase order schedules to receive and define the quantity to receive.
Receiving PO - Line Details	Mobile Inventory, Receiving PO. Click the expand icon next to an item.	Enter purchase order receipt line information.
Receiving PO - Multiple Pro Number	Mobile Inventory, Receiving PO. Click the expand icon next to an item, then click the Multiple link.	Enter multiple pro numbers for a purchase order receipt line.
Receiving PO - Header Details	Mobile Inventory, Receiving PO. Click the Header link on the Select Items page.	Update purchase order receipt header information
Receipt Created	Click the Add Item button on the Receive Item page	Confirm the creation of a receipt.

Searching for Purchase Order Items to Receive

Access the Receiving page (Mobile Inventory, Receiving PO).



Receiving PO page

When you access the Receiving PO page, the system provides default values from the PeopleSoft system Purchasing set up pages, including user preferences setup. To view all of the default settings, click the Advanced Search and the Options links.

You can change the values which will become the default values on the mobile device until you exit the transaction. The changes that you make are only recognized by the receiving transaction and not recognized by other mobile transactions. The changes do not update the user preferences settings in the PeopleSoft system.

Unit

Displays the receiving business unit from the user's default business unit. You can change the business unit. The field is required.

Receiver

Enter the receipt number that you want to use to create the receipt. The system assigns the number when you save the receipt. The default value for the field is *Next.* You do not have to enter a number if you use the default value. The assigned number is based on the autonumbering sequence defined in the PeopleSoft system for receipts. This field is required.

PO Unit (purchase order unit)

Enter a purchase order business unit. The system defaults the value from user preferences. You can also use the Receipts page in the PeopleSoft system to record the receipt.

Order ID

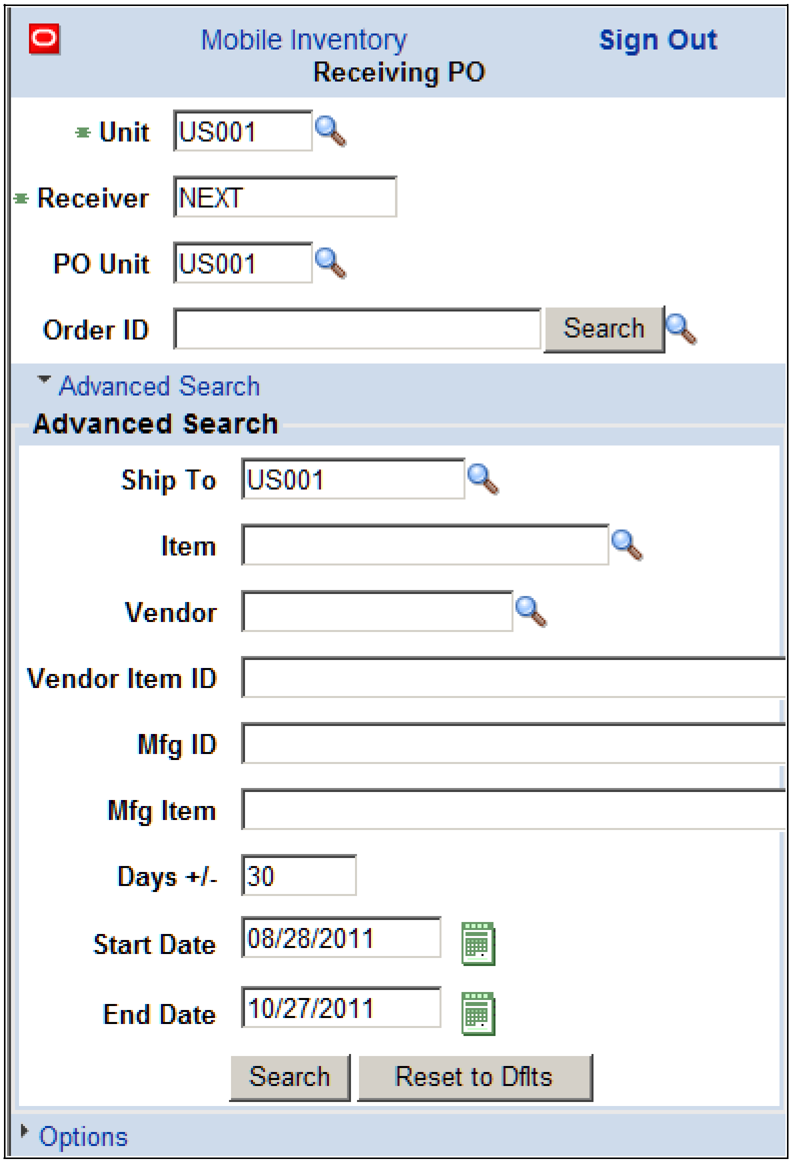
Enter the purchase order number or purchasing contract number. Entering a contract ID retrieves all of the purchase order schedules associated with the contract.

If you enter a value in this field and tab out of the field, the system immediately initiates the search to find the purchase orders that matched the value. If there is at least one row that matches the search, the system displays the Receive Lines page.

Search	Click to initiate the search for an order ID. The search feature is also initiated when you tab out of the Order ID field. The system searches for a purchase order ID or purchase order IDs that have the entered contract ID on the purchase order schedule. The returned search displays the purchase order schedules that can be received. You can receive one or all of the schedules. The search results include the values that match the selection criteria of the advanced search. The values included in the Advanced Search table are included when the search is initiated.
Advanced Search	Click to expand the Advanced Search table where you can define additional purchase order search criteria.
Options	Click to expand the Options table where you can change processing options for purchase order item receipts for the session.

Advanced Search

Access the Receiving PO: Advanced Search table (click the Advanced Search link on the Receiving PO page).



Receiving PO: Advanced Search table

When you click the Advanced Search link or the Expand button, you can view and update additional search criteria for purchase orders. Values in these fields are used to qualify the list of purchase orders.

Ship To

Enter the ship to location for the purchase order schedules. This field defaults from the User Preferences - Procurement setting for the Ship To Location field. You can override the value. The business unit and ship to unit do not need to have the same value.

Item

Enter an item ID to which you want to limit the purchase order search.

After entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Vendor

Enter a vendor short name to which you want to limit the purchase order search. When you perform the search, the system retrieves only those purchase orders for the vendor short name that you enter.

Vendor Item ID

Enter a vendor item ID to which you want to limit the purchase order search. When you perform the search, the system retrieves only those purchase orders for the vendor item that you enter. When entering a value in the Vendor Item ID field, a vendor is required in the Vendor field.

Mfg ID (manufacturer ID)

Enter a manufacturer's ID to limit the purchase order search results to only those purchase orders with that manufacturer's ID.

Mfg Item ID (manufacturer item ID)

Enter the manufacturer's item ID to limit the search to just that item ID for the manufacturer.

Days +/-

Enter the number of days plus or minus from the current date. The system searches for purchase orders that have a due date within this range of days. This value defaults from the Receiver Setup page in the User Preference - Receiver Setup component.

You might need to change this value if an older purchase order is being received and the initial default value is too small so that the purchase order lines to be received do not appear. By increasing the number of days, you can find the lines and receive them.

You enter a value to further restrict or expand the number of purchase order schedules that appear within the start date and end date range. This value is added or subtracted from the current date to calculate the start date and end date values.

The default value appears from the User Preferences - Procurement: Receiver Setup page. You can also enter the start date and end date. The system selects all schedules with due dates that are on or within the two dates you enter.

Start Date and**End Date**

Enter the start and end days that are used as a comparison against the purchase order due date to determine which schedules to retrieve. If you change the start or end date values, the system does not change the Days +/- field value.

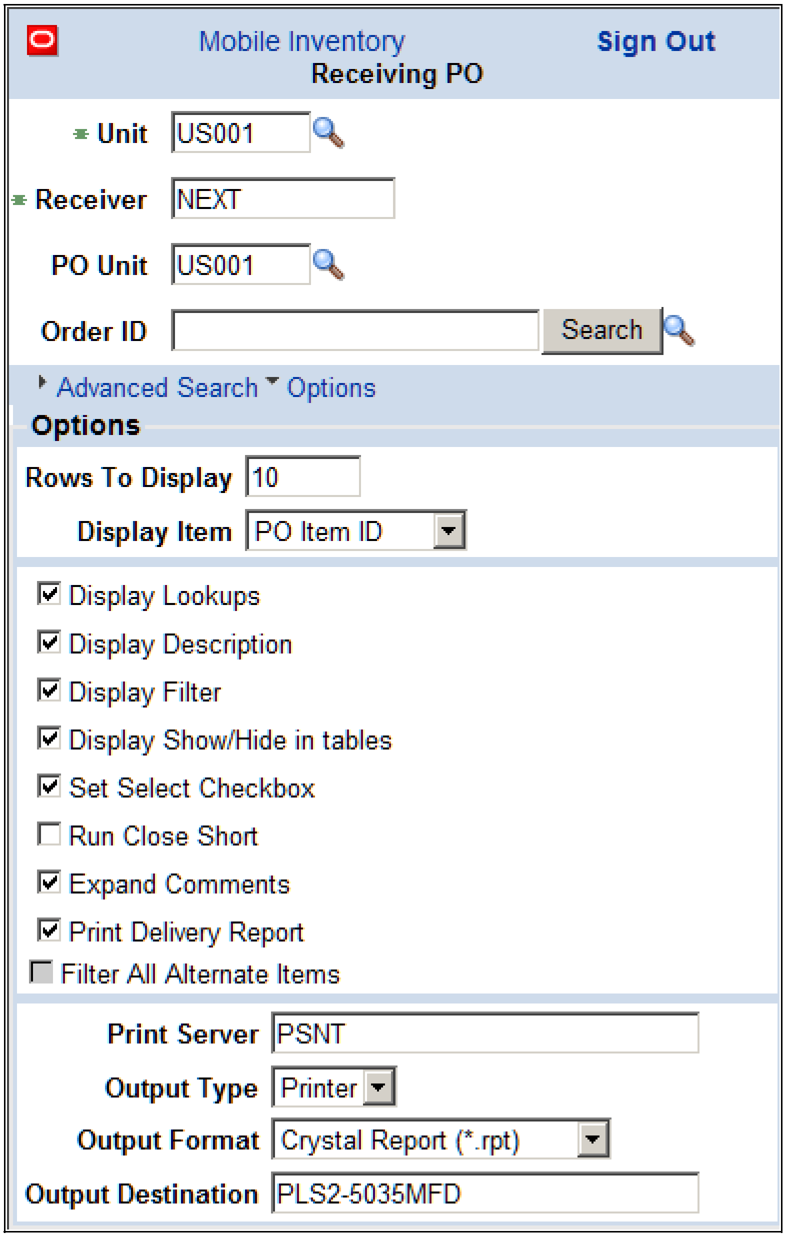
Reset to Dflt (reset to defaults)

Click to reset the Ship To and Days +/- field search values in the Advanced Search table to the default values.

The system also clears other input fields such as Item, Vendor, Vendor Item ID, Mfg ID and Mfg Item because these fields do not have default values.

Options

Access the Receiving PO: Options table (click the Options link on the Receiving PO page).



Receiving PO: Options table

Use this page to change processing and display options for receiving purchase order items. Most of the settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

Rows to Display	Enter the number of rows to display.

Display Item

Select how you want to display items in Receiving: Receive Lines page. You can display items by:

PO Item ID: Select to display the list based on the PeopleSoft system ID for the purchase order item.

Mfg Item (manufacturer item): Select to display the list based on the manufacturer's item ID.

Vendor Item: Select to display the list based on the vendor's item ID.

Display Lookups

Select to display the Look Up icons.

Display Description

Select to display the item descriptions. The description always displays for description only lines.

Display Filter

Select to enable filtering on the Receiving: Select Items page. When selected, the Filter By field appears where you can limit the list of items based on character strings.

Display Show/Hide in tables

Select to display the Hide and Show links on the Receiving: Select Items page. You can expand and collapse additional item information tables using the links.

Note. Depending on the mobile device and its view settings, the Show and Hide links might appear as Expand and Collapse icons. The Expand icon (right arrow) shows the additional information, while the Collapse icon (down arrow) hides the additional information.

Set Select Checkbox

Select to set the default value for the Sel check box to selected when you access the Receiving PO: Receive Lines page.

Run Close Short

Select to indicate that you want to include this receipt when the Close Short process is run. When you save the receipt and the Receipt Push process runs, the process calls the Close Short process to create the close short transactions for the purchase orders.

This process is completed when you initiate the Close Short process.

This valued comes from the Receiver Setup page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement, Receiver/RTV Setup).

Expand Comments

Select to indicate that you always want the purchase order header and line comments section expanded when comments exist for the item.

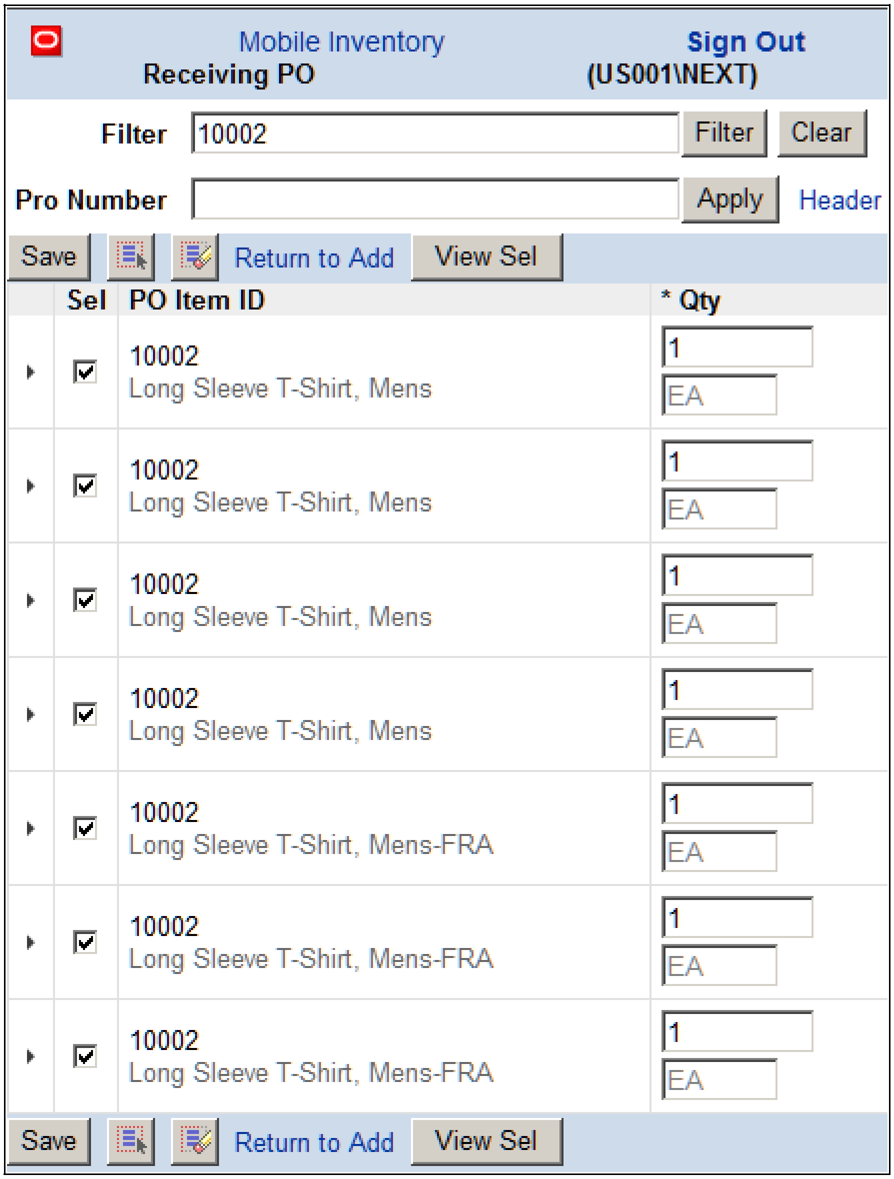
Print Delivery Report

Click to run a Delivery report when you create the receipt. The system initiates the RECV_DEL multi-process job in the same business event in the PeopleSoft system.

Filter All Alternate Items	Displays the option selected on the Installation Options – Mobile Inventory page or the User Preferences – Mobile Inventory page. If this option is selected, then the system searches through all possible alternate item identifiers when filtering a table. If an alternate item identifier is entered in the Filter field, then the item ID that matches the alternate is displayed in the table. If this option is not selected, then alternate item identifiers cannot be used to filter the table.
Print Server	Enter the server to which you want to send the Delivery report. This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.
Output Type	Select the type of output for the Delivery report. Currently the only option is *Printer.* This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.
Output Format	Select a format for the Delivery report. Options include *Crystal Report (*.rpt),HP format (*.lis),* and *Line Printer Format (*.lis).* This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.
Output Destination	Enter the system name of the printer to which you want to print the Delivery report. This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.

Selecting Purchase Order Items to Receive

Access the Receiving PO - Receive Lines page (click the Look Up icon on the Receiving PO page).



Receiving PO - Receive Lines page

The Receive Lines page provides a list of the purchase order items that met the purchase order search and Advanced Search that you entered. Using the page you can select all or individual items to receive.

Note. You can select multiple purchase order lines to add to the receipt as long as the vendor is the same for each purchase order. You cannot select multiple purchase order lines if the vendors are different.

The business unit and the receipt number appear at the top of the page. If you did not assign a receipt number, *Next* appears in the header, and the system assigns the next receipt number when you save the receipt.

The system retrieves purchase orders lines that have open purchase order schedules. The search results are sorted in descending order by:

- Purchase order business unit.
- Purchase order ID.

- Purchase order line.
- Purchase order line schedule.

Filter (field)	Enter a value on which to search the list of purchase order items. You can reduce the list by entering a string of characters on which to search. For example, if you want to reduce the list by an item name, such as mask, enter the value and the system limits the list to just those items with mask in their description. The system searches these fields: • PO Item ID • Vendor Item ID • Mfg ID • Mfg Item ID • Item Description • PO ID • Vendor Name • Item Category • Pro Number • Packing Slip • Invoice
Filter (button)	Click to filter the list of items based on the value that you enter in the Filter By field. The filter feature is also initiated when you tab out of the Filter field.
Clear	Click to clear the filter results. After clearing the results, you can enter a new filter value.
Pro Number (progressive number)	Enter the tracking number assigned to the shipment in which the material arrived. **Note.** If you enter a Pro number in the Header page, that value displays on this page.
Apply	Click to apply the value in the Pro Number field to all of the receipt lines with a blank pro number. The apply action is also initiated when you tab out of the Pro Number field. The system does not replace the Pro number on receipt lines that already have a Pro number assigned to them.

Header	Click to view and maintain header information for the purchase order receipt. See Chapter 4, "Using Mobile Receiving," Updating Purchase Order Receipt Header Information, page 63.

Expand	Click to show additional information about the receipt line. These options are available if you selected the Display Show/Hide in tables check box in the Options table.

When you click to show additional line information, the item information appears depending on the value that you selected in the Display Item field for the Options table. For example, if the vendor item is displayed in the main table, then the purchase order item and the manufacturing item display in the table.

Also, if any representations of the item ID are blank, the system does not display the field. For example if the manufacturing item ID is blank, the system does not display the Mfg Item ID field in the expanded table.

Here is a list of item IDs that might display in the Show table:

- *Vndr Item* (vendor item): Displays the item ID that the vendor uses to track the item. The field appears empty if a vendor item doesn't exist. If you selected to display the search results by vendor ID, this information appears at the item level.
- *PO Item ID:* Displays the purchase order line's item ID. If you selected to display the search results by PO item ID, this information appears at the item level.
- *Mfg Item* (manufacturer item): Displays the manufacturer item ID if one exists. If you selected to display the search results by manufacturer ID, this information appears at the item level.

Other fields that are displayed in the Show table include:

- *PO ID* (purchase order ID): Displays the purchase order, line number, and schedule using the defined separator (\) for Mobile Inventory Management.
- Due Dt (due date): Displays the requested due date.
- Pro Number: Enter the tracking number assigned to the shipment in which the material arrived. This progressive number appears by default from the receipt header if a Pro number value exists for the header.

  If there are multiple pro numbers entered for the receipt line, then this filed is display only.
- Multiple Click this link to access the Multiple Pro Number page, where you can record multiple pro numbers for a receipt line.
- Packing Slip: Enter the packing slip ID for the received merchandise. The packing slip appears by default from the receipt header.
- Invoice: Enter the invoice ID assigned by the vendor. The invoice ID from the receipt header appears by default to the receipt lines

Collapse	Click to hide additional information.

Sel	Click to select or deselect an individual item to add to the receipt. The initial default value of the check box depends on the Set Select Checkbox setting in the Options table. If the Set Select Checkbox check box is selected, the default value for the check box is selected. If the Set Select Checkbox check box is not selected, the default value for the Sel check box is deselected. If the Sel check box in the table is deselected and you enter or change the quantity, the system will select the Sel check box. You will not immediately see the change. When you refresh the page, the system selects the check box. Refreshes for the page happen when you: • Click a button such as the Filter,Clear,View All or View Sel buttons. • Click an icon such as Deselect All, Show, or Hide. The system deselects the Sel check box if you clear or change the item quantity to *0.* **Note.** If you do not want to receive a specific line, you should manually deselect the Sel check box.
PO Item ID, Mfg Item (manufacturing item), and**Vndr Item** (vendor item)	Displays the items that met the search criteria you entered. The column value depends on the value that you selected in the Display Item field in the Options table. The description is displayed below this field if you selected the Display Description check box on the Options table. Purchase order header, line, and ship to comments are displayed if the Expand Comments check box is selected on the Options table. If the Expend Comments check box is not selected on the Options table, then the Comments link is displayed in the collapsed state. The Comments link is not displayed if comments do not exist for the receipt line.
Qty (quantity)	Enter the quantity delivered. A default value is based on user preferences values for blind receiving and receipt quantity options. The unit of measure appears with the quantity.
UOM (unit of measure)	Displays the purchase order line's unit of measure.

Save

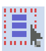
Click to receive the items that you selected on this page. When you save the selections, the system performs similar logic as it does for the PeopleSoft system's online Receiving page to process the receipt. If the save is successful, the system displays the receipt number that it generated.

See *PeopleSoft Purchasing 9.1 PeopleBook*, "Receiving Shipments."

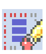
Note. If an error prevents the receipt from saving, the system provides an error message with information about the error. When an error occurs, the Receive Lines page displays only the lines that are being received. Lines with the Sel check box deselected will not be displayed.

You can use the View All button to see all lines for the original selection.

See Chapter 4, "Using Mobile Receiving," Confirming the Creation of a Purchase Order Receipt, page 64.

 **Select All**

Click to select all of the items in the list. The system places a check mark in the Sel check box for each item. The system adds these items to the receipt when you click the Save button.

 **Deselect All**

Click to deselect all of the items in the list. The system removes the check mark from the Sel check box.

Return to Add

Click to access the Receiving PO page. When you click the link, you are indicating that you want to cancel the current receipt and start over with a new receipt. The system provides a warning message for you to save any changes that you made to the receipt. Click the Continue button to proceed to the Receiving PO page without saving changes. Click the Return button to return to the Receiving PO selection page.

View Sel (view selected) **View All**

Click the View Sel button to display the receipt rows that have been selected to be received.

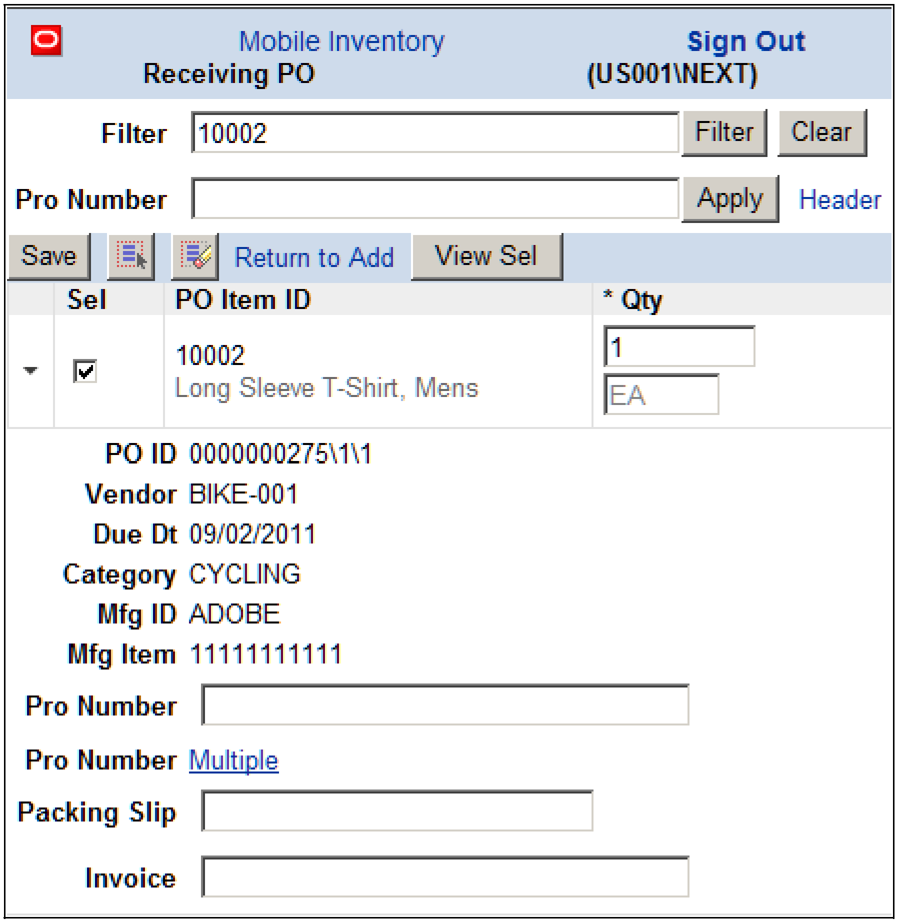
Click the View All button to view all rows from the original purchase order line selections.

When you click either button, the system toggles to the other button. For example, when you initially access the Receiving PO selection page, the system displays all purchase order rows and makes the View Sel button available. Then, after selecting or deselecting rows to include on the receipt, you can click the View Sel button to display just the rows that you've selected. When you access the list, the system displays the View All button that you can click to return to the original list.

This feature is useful when the purchase order receiving quantity option is set to blind receiving or there is not a default quantity. In this case, as you enter receipt quantities, the system selects the Sel check box for you, and because that selection isn't immediate, you can use the View Sel button to view the selected rows immediately.

Entering Purchase Order Receipt Line Information

Access the Receiving PO: Line Details page (from the Receiving PO page, click the expand icon next to a line).



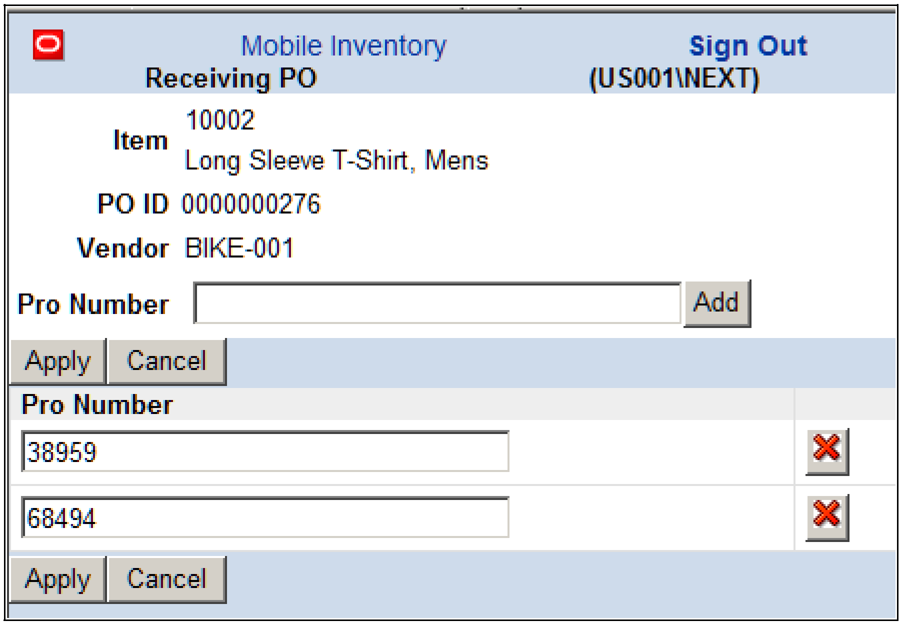
Receiving PO - Line Details

Use this page to enter line details for the purchase order receiving line.

Multiple Click to enter multiple tracking numbers for a receipt line.

Entering Multiple Pro Numbers for a Purchase Order Receipt Line

Access the Receiving PO - Multiple Pro Number page (From the Receiving PO - Line Details page, click the Multiple link).



Receiving PO - Multiple Pro Number page

Use this page to enter multiple pro numbers for a purchase order receipt line.

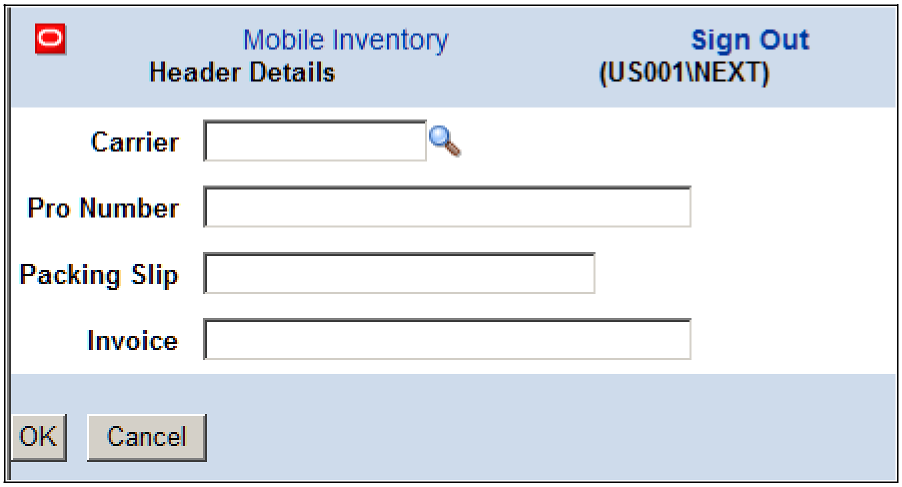
To enter multiple pro numbers for a purchase order receipt line:

1. Enter a pro number in the Pro Number field.
2. Click the Add button.

   The system displays the pro number as an open field. A delete icon is available to the right of the pro number.
3. Click the Apply button to apply the pro numbers to the receipt line.

Updating Purchase Order Receipt Header Information

Access the Header Details page (click the Header link on the Receiving PO - Select Items page).



Receiving PO - Header Details page

Use this page to view or define shipping information for the purchase order receipt.

Carrier Select the freight carrier that delivered the shipment. To locate a carrier, click the Look Up icon.

Pro Number (progressive number) Enter the tracking number assigned to the shipment in which the material arrived. When you add the number and click the OK button, the system updates the Pro Number field on the Receiving - Select Items page and also updates the Pro number for all receipt lines with a blank Pro number.

Packing Slip Enter the packing slip. This value is typically listed on the packing slip provided by the supplier.

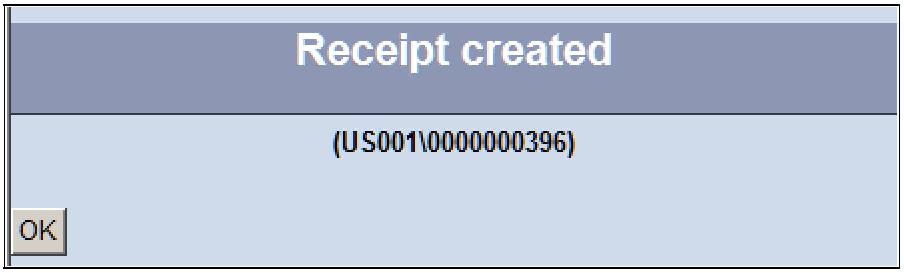
Invoice Enter the invoice ID. If this receipt is processed through a vendor's Evaluated Receipts Settlement process, this field value may be the same as the Packing Slip field value.

OK The system applies the Pro number, packing slip, and invoice values to all receipt lines that have a blank value.

Cancel Click to cancel any changes that you made to this page and return to the Receiving - Select Items page.

Confirming the Creation of a Purchase Order Receipt

Access the Receipt created page (click the Save button on the Receiving - Select Items page).



Receipt created page

The system displays this page after you successfully create a purchase order receipt. The information includes the business unit in which the receipt was created and the receipt number. You can now access the receipt information using the PeopleSoft system. Receipts created using Mobile Receiving and Receiving Ad Hoc will have a Receive Source field value of *Mobile* on the Receiving - Header Details page in the PeopleSoft system. Click the OK button to access the Receiving page. The system clears the previous receipt information and enables you to create another receipt.

Note. If an error prevents the receipt from saving, the system provides an error message with information about the error. When an error is encountered the system displays the error and the Receive Lines page will display only the lines that are being received. All the lines with the Sel check box deselected will not be display.

Also, the system suppresses some warning messages, such as early receipts. Warning messages that are suppressed by the system are not displayed and are not errors, and do not prevent the creation of the receipt.

If user preferences have been define for additional processing of the receipt, the system triggers the additional processes. These include:

- Process receipts will be triggered if user preferences value Interface receipts is selected.
- If the Run Close Short check box is selected the Close Short process will run when the Process Receipts process is run.
- If a receipt line is an inventory item then items will be putaway based on the inventory putaway rules defined.
- Streamline subcontract will be triggered if the user preferences value is selected.

To enter serial, lot, device tracking, or asset information, you must use the online PeopleSoft system Receiving page. You can also maintain receipt rejection information in the PeopleSoft system Receipt Lines page - More Details tab.

Receiving Items by Ad Hoc Receipt Using a Mobile Device

This section discusses how to:

- Define information for ad hoc receipts.
- Select items to receive using ad hoc receipts.
- Update ad hoc receipt header information.

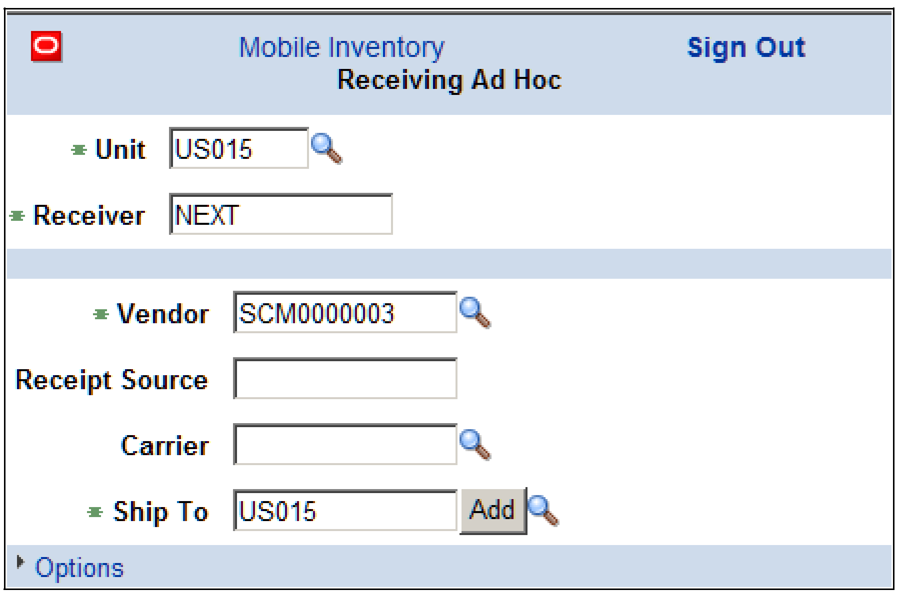
- Confirm ad hoc receipt creation.

Pages Used to Receive Items by Ad Hoc Receipt on a Mobile Device

Page Name	*Navigation*	*Usage*
Receiving Ad Hoc	Mobile Inventory, Receiving Ad Hoc	Define information for ad hoc receipts.
Receiving Ad Hoc - Receive Items	Mobile Inventory, Receiving Ad Hoc, and click the Add button	Select items to receive using ad hoc receipts.
Receiving Ad Hoc - Header Details	Mobile Inventory, Receiving Ad Hoc, click the Add button, and click the Header link.	Update ad hoc receipt header information.
Receipt Created	Click the Save button on the Receiving Ad Hoc page.	Confirm receipt creation.

Defining Information for Ad Hoc Receipts

Access the Receiving Ad Hoc page (Mobile Inventory, Receiving Ad Hoc).



Receiving Ad Hoc page

Use this page to define basic information about an ad hoc receipt and to establish processing options for ad hoc receiving.

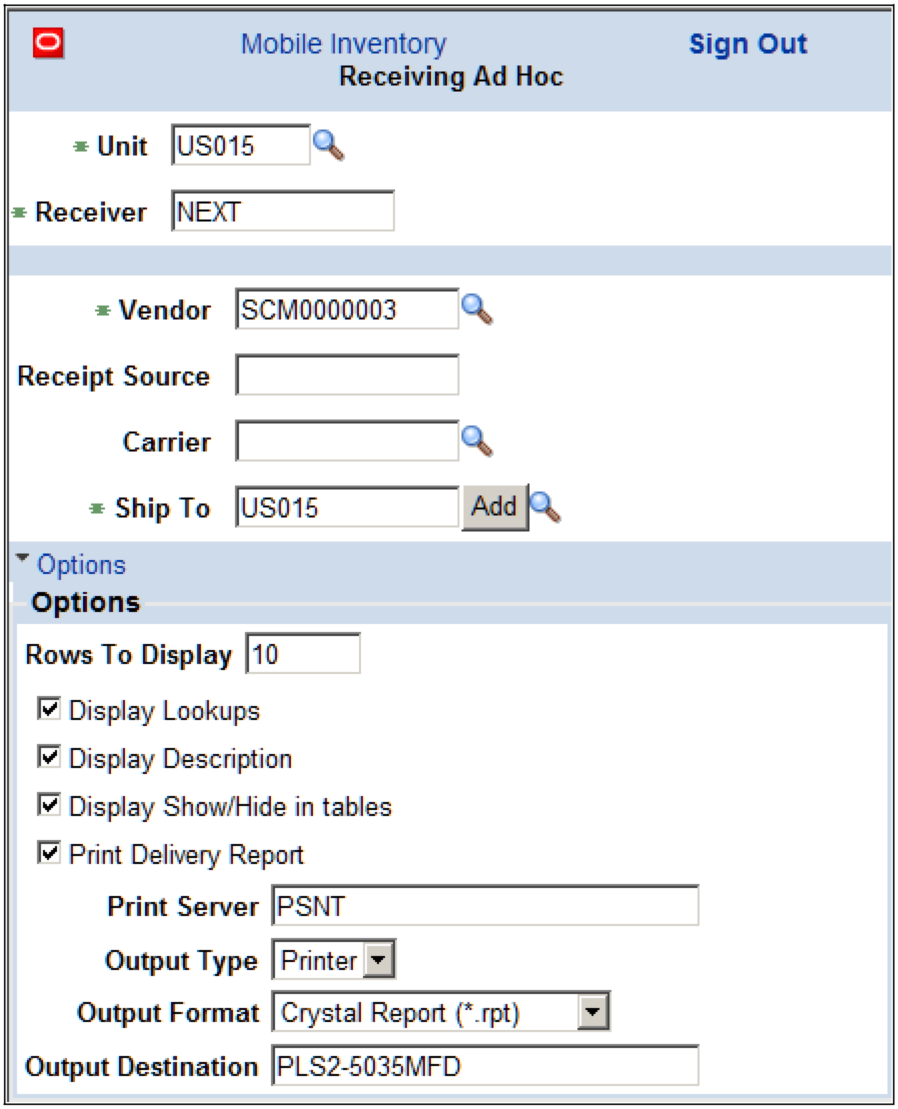
Note. To use this transaction, ensure that the Change Non PO Receipt Price check box is selected on the Receive Setup page for your user preferences. To access the check box, select: Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, click the Procurement link, and then click the Receiver / RTV Setup link.

Note. The Receipt Accrual process does not include ad hoc receipts in its processing because the Receipt Accrual skips these receipts.

Unit	Displays the user's default business unit. You can change the business unit. A business unit is required.
Receiver	Enter the receipt number that you want to use to create the ad hoc receipt. The system assigns the number when you save the receipt. The default value for the field is Next. You do not have to enter a number if you use the default value. The number is based on the autonumbering sequence defined in the PeopleSoft system for receipts. This field is required.
Vendor	Enter the vendor short name from whom the shipment was received. The default value for the field is based on the business unit's default vendor for Mobile Receiving Ad Hoc. The field is required.
Receipt Source	Enter the source of the receipt if the source is not a valid vendor ID in your PeopleSoft system.
Carrier	Enter the freight carrier that delivered the shipment.
Ship To	Enter the ship to location. The default value from user preferences initially appears in the field. You can override the value. The field is required.
Add	Click the Add button to add items to receive using this ad hoc receipt. The Add feature is also initiated when you tab out of the Ship To field. For more information about the Add feature, see "Selecting Items to Receive Using Ad Hoc Receipts." See Chapter 4, "Using Mobile Receiving," Selecting Items to Receive Using Ad Hoc Receipts, page 69.

Options

Access the Options table (click the Options link on the Receiving Ad Hoc page).



Receiving Ad Hoc - Options page

Use this page to change processing and display options for ad hoc receiving items. Most of the settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

Rows to Display	Enter the number of rows to display on the Receiving Ad Hoc - Receive Item page.
Display Lookups	Select to display the Lookup icons used for ad hoc receiving searches.
Display Description	Select to display the item descriptions. The description will always display for description only lines.
Display Show/Hide in tables	Select to display the Hide and Show links on the Receiving Ad Hoc - Receive Item page. You can expand and collapse additional item information tables using the links.

Print Delivery Report

Select to run a Delivery report when you create the receipt. The system initiates the RECV_DEL multi-process job in the same business event in the PeopleSoft system.

Print Server

Enter the server to which you want to send the Delivery report.

This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.

Output Type

Select the type of output for the Delivery report. Currently the only option is *Printer*.

This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.

Output Format

Select a format for the Delivery report. Options include *Crystal Report (*.rpt),HP format (*.lis),* and *Line Printer Format (*.lis).*

This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.

Output Destination

Enter the system name of the printer to which you want to print the Delivery report.

This setting defaults from the Receiver Setup page. (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Click the Procurement link, and then click the Receiver/RTV Setup link.

Selecting Items to Receive Using Ad Hoc Receipts

Access the Receiving Ad Hoc - Receive Item page (Mobile Inventory, Receiving Ad Hoc, and click the Add button).

Receiving Ad Hoc - Receive Item page

You use this page to enter items for receipt. The page displays the business unit and either the receipt ID that you entered or *Next,* indicating the system assigns a receipt ID when you save the mobile transaction.

When you click the Add Item button, the system adds the item and the quantity to receive in the lower section of the page. You can change the quantity and unit of measure in the section. For description only lines, the unit of measure and item category defaults from the purchase order business unit Mobile Receiving page fields.

You can also expand the Show icon to view additional information about receipt lines. The values in Show information table can vary depending on the Options settings for ad hoc receiving. You can view additional receipt line information if the Display Hide/Show in table check box is selected in the search options.

You can change the quantity of the item to receive and use the Delete button to remove the item from the ad hoc receipt. As you add items to the list, the most recent item appears at the top of the table list.

Click the Add Item button to continue adding items to the receipt. Each item that you add creates a new receipt line. When you finish adding items to the receipt, click the Save button. The system creates the new ad hoc receipt and updates the PeopleSoft system with the information.

Pro Number (progressive number)

Enter the tracking number assigned to the shipment in which the material arrived.

Attn To (attention to)

Enter the person to whom, and/or place to where the services or goods are to be delivered. The system adds the value that you enter to the RECV_LN_DISTRIB record.

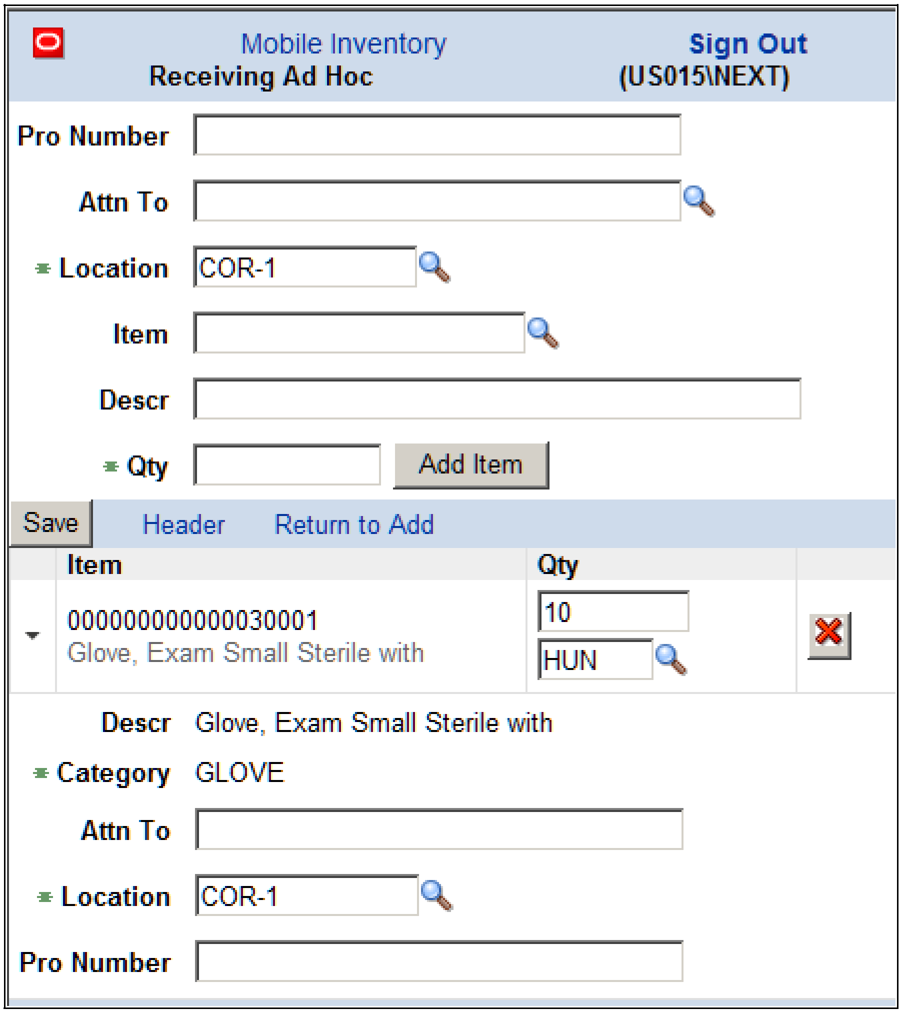
If the person selected is a valid value in the PeopleSoft system, then the system populates the Location field. However, you can enter an value in this field that is not in the PeopleSoft system.

Location

Enter a location to indicate where the item is to be delivered. If a default value exists for the field, you can override the value. The Location field is required.

Item	Enter the item ID that you are receiving. You must enter either an item ID or an item description. The item is added to the receipt as a receipt line. If you enter the item ID, the system populates the Descr field with the item's description and the UOM with the item's standard UOM.
Descr (description)	Enter a value that describes the item being received. If an item is entered, the system provides the default value for the item's description. You cannot change the description. If you do not enter an item, the Descr field is required so you must enter a description. When you enter an item the system does not immediately display the item's description. After you click the Add Item button, the system adds the item to the table and the item description appears with the item.
Qty (quantity)	Enter the quantity of the item that you are receiving for this ad hoc receipt line. The Qty field is required. When you enter a quantity and tab out of the field, the system triggers the Add Item functionality.
Add Item	Click the Add Item button to add an item to a list of items that are being received. The Add Item feature is also initiated when you tab out of the Qty field. Once you have performed the Add Item feature, the most recent item added appears at the top of the list of items and the cursor is placed on the Pro Number field. For the Receiving Ad Hoc - Receive Item page, the Save button, Header link, and Return to Search link appear at the top of the table. When there are two or more rows, these fields appear at the top and at the bottom of the table.

After you enter an item description, and click the Add Item button, the system updates the page as shown in this example:

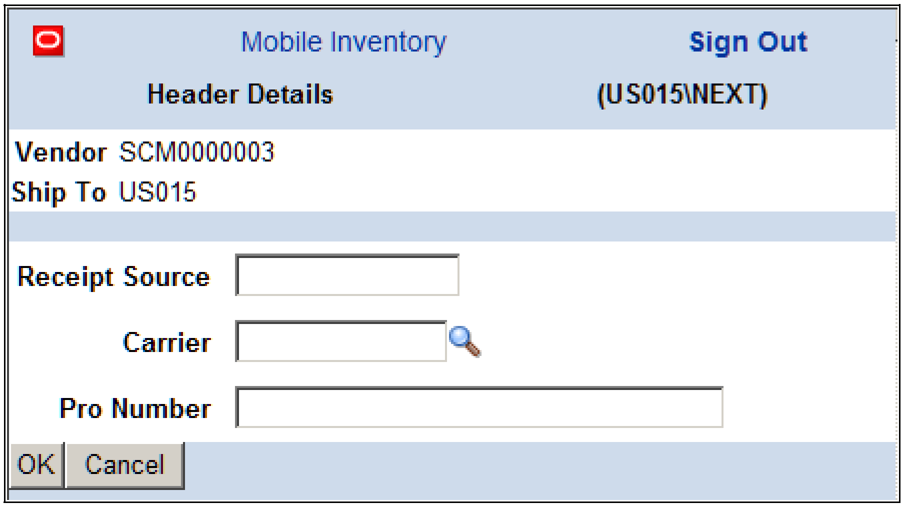


Receiving Ad Hoc - Add Item page

Header	Click to update receipt header information such as Receipt Source, Carrier, and Pro Number. See Chapter 4, "Using Mobile Receiving," Updating Ad Hoc Receipt Header Information, page 73.
Return to Add	Click to access the Receiving Ad Hoc - Add page where you can begin another receipt. You will receive a warning message if you click this button prior to saving the receipt you are processing.
Qty (quantity)	Enter the quantity of the item that you are receiving. The unit of measure appears with the quantity. You can change the unit of measure.
(Delete icon)	Click to delete an item from the table list. The system removes the item and refreshes the list.

Updating Ad Hoc Receipt Header Information

Access the Receiving Ad Hoc - Header Details page (click the Header link on the Receiving Ad Hoc page).



Receiving Ad Hoc - Header Details page

Use this page to view or define header information for an ad hoc receipt.

Receipt Source

Enter the source of the receipt if the vendor does not exist in the PeopleSoft system.

Carrier

Enter the freight carrier that delivered the shipment.

Pro Number (progressive number)

Enter the tracking number assigned to the shipment in which the material arrived. When you add the number and click the OK button, the system updates the Pro Number field on the Receiving Ad Hoc - Receive Item page and also updates the Pro number for all receipt lines with a blank Pro number

Confirming Ad Hoc Receipt Creation

Access the Receipt Created page (click the Add Item button on the Receive Item page).

The system displays this page after you successfully create ad hoc receipts. The information includes the business unit in which the receipt was created and the receipt number. You can now access the receipt information using the PeopleSoft system.

Click the OK button to access the Receiving Ad Hoc page, where you can add another ad hoc receipt.

Receipts that you create using Mobile Receiving and Receiving Ad Hoc components will have a Receive Source field value of Mobile. Also, if you selected the Print Delivery Flag check box, when you save the receipt, the system triggers the Print Delivery process, RECV_DEL multi-process job.

Chapter 5

Using Mobile Inventory Putaway

This chapter provides an overview of PeopleSoft Mobile Inventory Putaway and discusses how to:

- Set up options for Mobile Putaway.
- Putaway stock using a mobile device.

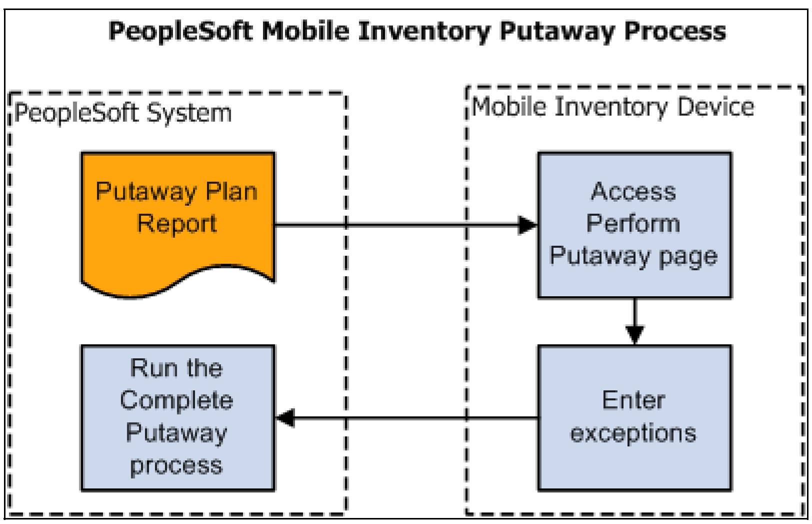
Understanding PeopleSoft Mobile Inventory Putaway

This section discusses how to putaway stock using a mobile device.

The mobile inventory task flow for this feature is Perform Putaway.

The Mobile Inventory Putaway feature is designed for organizations who use a paper-based report to move items from the receiving area to their proper storage location. The mobile device is used to record the transaction after the physical movement.

This diagram illustrates the PeopleSoft Mobile Inventory Putaway process:



PeopleSoft Mobile Inventory Putaway process

How to Putaway Stock Using a Mobile Device

This section lists the steps to putaway stock using a mobile device in PeopleSoft Mobile Inventory Management:

1. Print or obtain a Material Putaway Plan Report.

   This report lists the plan ID and line numbers of the items that need to be placed into their storage locations.

2. Putaway material (Mobile Inventory, Perform Putaway).

   a. Sign into your mobile device and select Mobile Inventory, Perform Putaway.

   b. Using the Perform Putaway page.

   c. Enter a plan ID and fetch.

   d. Using the Perform Putaway - Select page, to verify the lines of the putaway plan and to indicate that they are ready to complete.

      Use the Include check box to indicate that the location and quantity that is displayed on your mobile device is correct.

      Use the Edit link to access the Perform Putaway - Edit page to change the location, quantity, lot ID, or unit of measure (UOM).

   e. Click the OK button to return to the Perform Putaway - Select page.

   f. Click the Save button to record the putaway transaction.

3. Run the Complete Putaway process in the PeopleSoft system (Inventory, Putaway Stock, Complete Putaway.

Setting Up Options for Mobile Putaway

This section discusses how to:

- Define installation options for mobile putaway.
- Define user preferences for mobile putaway.

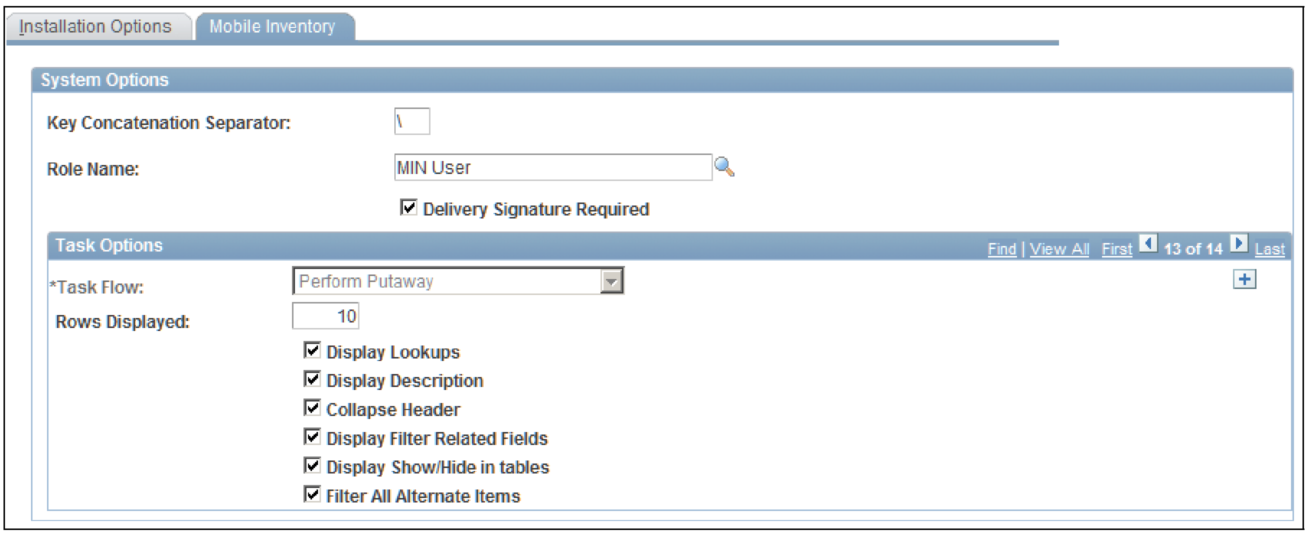
Pages Used to Set Up Options for Mobile Putaway

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Perform Putaway in the Task Flow field.	Define installation options for the Perform Putaway task flow

Page Name	***Definition Name***	***Navigation***	***Usage***
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, Define User Preferences, Mobile Inventory. Select Perform Putaway in the Task Flow field.	Define user preferences for the Perform Putaway task flow.

Defining Installation Options for Perform Putaway

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Perform Putaway in the Task Flow field).



Installation Options - Mobile Inventory page for the Perform Putaway task flow

Use this page to set up default options for the Perform Putaway task flow at the installation level for mobile devices. These values can be overridden for a specific user on the User Preferences - Mobile Inventory page. During the task flow session some values can override the installation values, the user preferences values, or both .

Task Flow

Identifies the Mobile Inventory Management task flow that uses the settings on this page. Select *Perform Putaway* to define installation-level options for the Perform Putaway task flow.

Rows Displayed

Enter the maximum number of items to display on the Perform Putaway page. You can update this value using the Options table on the Perform Putaway page.

Display Lookups

Select to display the Lookup icon for the fields on the Perform Putaway page. The Lookup icon enables you to view a list of values and select one.

Display Description	Select to display the item descriptions on the Perform Putaway page when using a mobile device.
Collapse Header	Select to indicate that the header should be collapsed. You can also change the setting using the Options table on the Perform Putaway page.
Display Filter Related Fields	Select this check box to display the Filter field and Filter button on the Perform Putaway page. Deselect this check box to remove the filter functionality from the pages.
Display Show/Hide in tables	Select to display the Show and Hide options for Perform Putaway pages. The options make it possible for you to expand and collapse extra line information in tables.
Filter All Alternate Items	Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table. Deselect to indicate that the system should not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

Defining User Preferences for Perform Putaway

Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, Define User Preferences, Mobile Inventory. Select Perform Putaway in the Task Flow field).

Use this page to override the options selected on the Installation Options - Mobile Inventory page, for a specific user ID.

The values on this page are the same as those on the installation options page.

Use Installation Values	Select to apply the values from the Installation Options - Mobile Inventory page for the same task flow. When you select this option, the display options on this page are no longer available. See Chapter 5, "Using Mobile Inventory Putaway," Defining Installation Options for Perform Putaway, page 77.

Performing Putaway Using a Mobile Device

This section discusses how to:

- Select a putaway plan.
- Change putaway options.
- Select items for putaway.

- Edit putaway details.

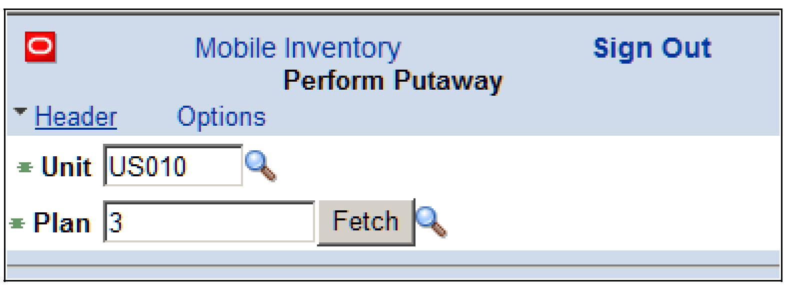
Pages Used to Perform Putaway Using a Mobile Device

Use these pages to perform putaway using a mobile device:

Page Name	***Navigation***	***Usage***
Perform Putaway	Mobile Inventory, Perform Putaway	Select a putaway plan.
Perform Putaway - Options	Mobile Inventory, Perform Putaway. Click the Options link	Change putaway options.
Perform Putaway - Detail	Mobile Inventory, Perform Putaway. Enter a business unit and plan ID and click the Fetch button. To the right of an item, click the Edit link.	Edit putaway details.

Selecting a Putaway Plan

Access the Perform Putaway: Header page (Mobile Inventory, Perform Putaway).



Perform Putaway: Header page

Use this page to select a putaway plan. You must enter a business unit and a plan ID.

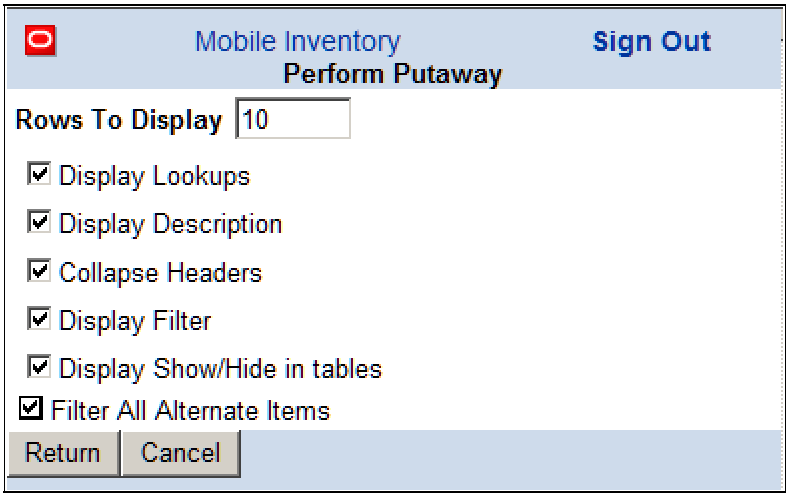
Plan

Enter or look up a putaway plan ID. The system select the plan ID when you tab out of the field or click the Fetch button.

Note. It is required to enter a plan ID.

Changing Putaway Options

Access the Perform Putaway: Options page (Mobile Inventory, Perform Putaway. Click the Options link).

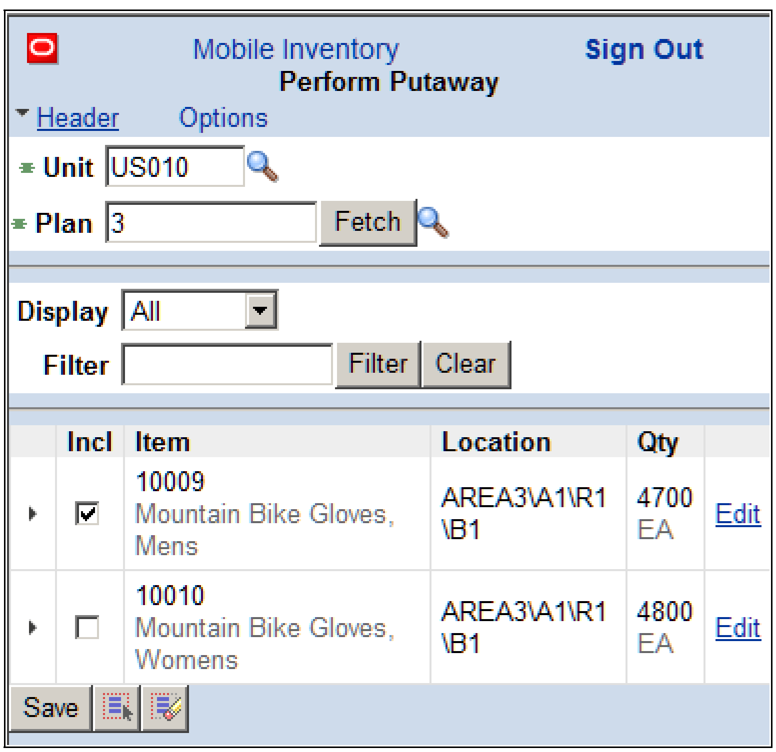


Perform Putaway: Options page

Use this page to change processing and display options for the perform putaway task flow. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

Selecting Items for Putaway

Access the Perform Putaway - Select page (Mobile Inventory, Perform Putaway. Enter a business unit and plan ID and click the Fetch button).



Perform Putaway - Select page

Use this page to indicate that an item has been placed in the appropriate storage location.

Display

Select a display option that limits or expands the number of items viewed in the Options table.

Options include:

- *All:* Display all items that are stored in the putaway plan.
- *Exclude:* Display only items in the locations that are not yet included in the putaway plan.
- *Include:* Display only items that are included in the current putaway plan.

Filter

Use the Filter field and button to limit your existing search results (items in the results section below) to rows that meet your criteria. This field reduces the original search results to a smaller number of rows so you can focus on an area of interest.

The filter options are available if you selected Display Filter check box on the Perform Putaway - Options page.

Use the Filter field to enter a value to compare to the existing search results. Filter criteria can include item ID, item description, unit of measure, location, manufacturer ID, and manufacture item ID.

Click the Filter button to apply your filter value to the existing search results and display only the rows that match your filter. The filter feature is also initiated when you tab out of the Filter field. For example, if you enter 10009, then the search results are reduced to display only item 10009.

Note. The Filter feature is applied to the existing fetch results and does not perform another search on data in the PeopleSoft Inventory system.

Note. After a filter has been applied, any future actions are performed on the filtered results not the original search results.

Incl (include)

Select to indicate that this item should be included or excluded in the Complete Putaway transaction. This check box is automatically selected if the putaway line has been edited.

Edit

Click this link to access the Perform Putaway - Detail page where you can change the storage location, quantity, unit of measure, and enter comments.

Save

Click to indicate that the selected putaway lines are ready to be processed by the Complete Putaway process.

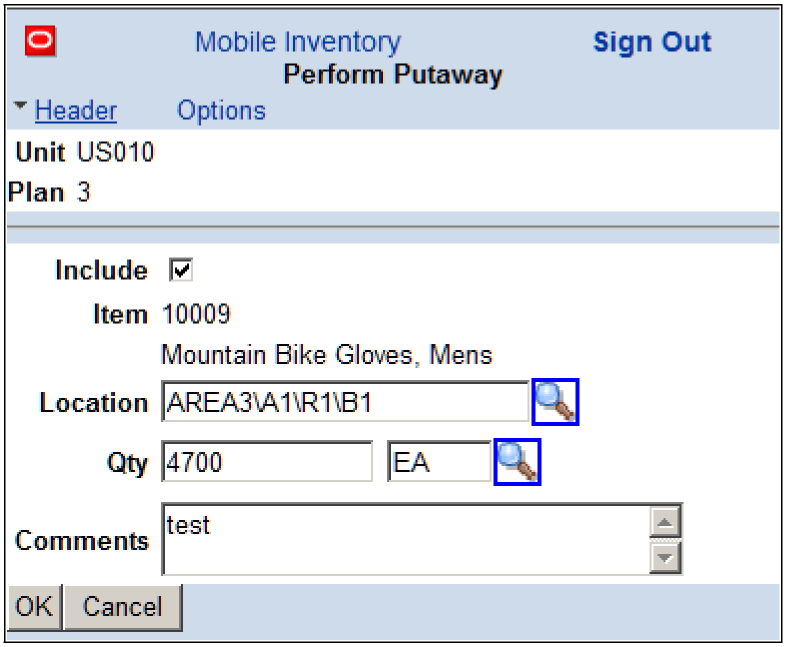
 (select all)

Click to select all of the items that are currently displayed on the Perform Putaway page. Items that do not appear on the page, due to the Filter, are not selected.

(deselect all)	Click to deselect all of the items that are currently displayed on the Perform Putaway page. Items that do not appear on the page, due to the Filter, are not deselected.

Editing Putaway Details

Access the Perform Putaway - Detail page (Mobile Inventory, Perform Putaway. Enter a business unit and plan ID and click the Fetch button. To the right of an item, click the Edit link).



Perform Putaway - Detail page

Use this page to change the storage location, quantity, or unit of measure, and to enter comments for an item on the putaway plan.

Chapter 6

Using Mobile Delivery

This chapter provides an overview of recording deliveries in PeopleSoft Purchasing using PeopleSoft Mobile Inventory Management and discusses how to:

- Set up and use Mobile Delivery in the PeopleSoft system.
- Process deliveries using mobile devices.
- View delivery history.
- Set up and use mobile delivery carts.
- Print a delivery report

Understanding How to Record Deliveries in PeopleSoft Purchasing Using Mobile Inventory Management

Using the PeopleSoft Purchasing receiving business process you can receive, inspect, return, and deliver received goods. Receiving and delivery rules are defined in the business processes leading up to the actual receipt. These processes include setting up items and creating requisitions and purchase orders.

When stock arrives at the receiving location, you can receive it using the PeopleSoft Purchasing Receiving component or the Mobile Receiving task flow. After receiving the stock, you can use the Mobile Delivery task flow to record the final destination for delivered items, view location and ship to information relevant to the delivery of the items, and to whom the items were delivered. Delivery information exists at the receipt distribution level and originates from either a requisition or purchase order. The recorded results of deliveries are sent back to the PeopleSoft system using a Component Interface based on the RECV_DELIVERY component.

Mobile deliveries can include purchase receipts, non-inventory receipts that include description only receipts, and inventory receipts. A delivery can include both purchase receipts and material stock requests and their delivery can be to a person or delivery location.

As part of Mobile Delivery, you can create mobile transactions to record:

- The delivery of a purchase order receipt.
- The delivery of an ad hoc receipt that is not associated with a vendor ID.
- The delivery of an ad hoc receipt that is associated with a vendor ID.
- The delivery of an item from a delivery cart.

- The person who delivered the items and the person who accepted the delivery, along with the date and time of delivery.
- Delivery feedback for the delivery transaction.

Along with Mobile Delivery task flow transactions, you can use the PeopleSoft system to:

- Maintain the Delivery Information PeopleSoft component displays and enter data in fields provided in the Mobile Delivery application.
- Perform an inquiry to review complete and incomplete deliveries.

The Mobile Delivery task flow requires the existence of a receipt; the receipt can be either a purchase order or an ad hoc receipt. Delivery information becomes available only after an item has been received.

As part of the receipt process, delivery documents are printed and attached to the received shipments. These shipments are then directed to their appropriate locations, such as an office, storage area, delivery cart, or a person. Upon receiving the shipment, users can select items to be delivered using Mobile Delivery.

Note. Using Mobile Delivery, you cannot deliver items to an inspection area first and then to their final destination. The system assumes that inspections are performed at receipt time or that if inspections take place later than receipt time, then the delivery represents the delivery to the final destination.

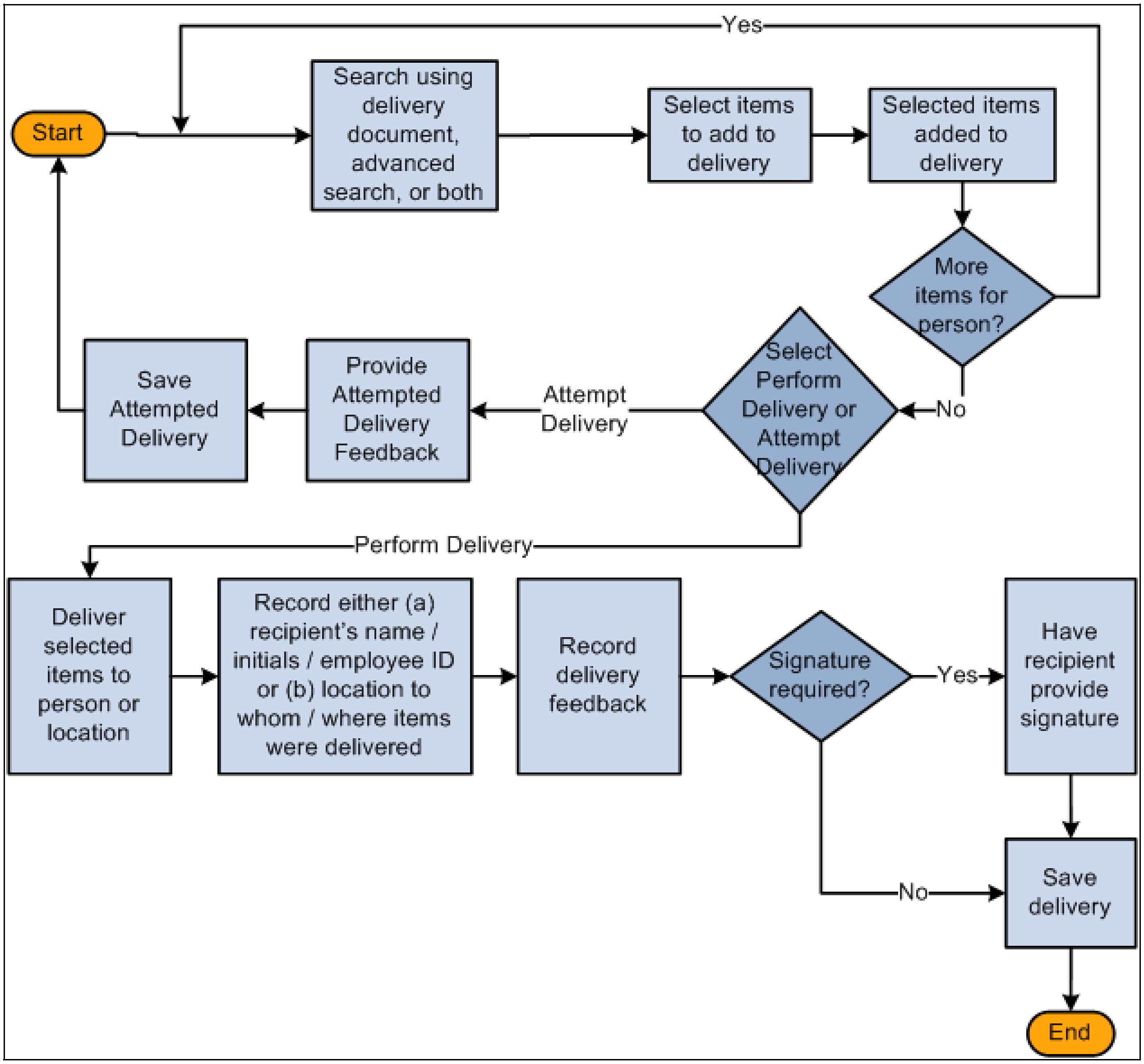
Process Flow for Mobile Delivery

As part of the Mobile Delivery task flow, you begin with a search page that also provides advanced search criteria so you can better define the receipt lines that you want to deliver. The advanced search criteria enables you to enter additional search criteria that refines the search for receipt lines. For example, if you enter a business unit and a delivery document, and then you enter an item ID, the search results provide only receipt distribution lines that match all three criteria.

You can search for deliveries based on:

- Receipt number.
- Purchase order number.
- Tracking number (progressive number) that is stored as a child table of the receipt line (RECV_LN_PRO).

The next example illustrates the beginning of the Mobile Delivery task flow where you perform the search and continues through the process until you save the delivery:



Delivery process flow

Using the Mobile Delivery application, you cannot perform ad hoc deliveries; however, you can create an ad hoc receipt either in the PeopleSoft system or using a Mobile Receiving transaction. And, then perform a delivery using the Mobile Delivery transaction based on that receipt.

The process for the Mobile Delivery task flow is as follows:

1. Sign into the Mobile Inventory Management application and select Delivery.

2. Using the Delivery page, perform a search using the delivery document, advanced search criteria, or both.

   The system provides the default business unit defined for the Mobile Delivery user. Using the Delivery: Advanced Search page, you can search on fields such as receipt number, item ID, attention to person, and so on. Using the Delivery: Options page, you can define how information is displayed on Delivery pages.

3. Using the Select Items for Delivery page, select items to add to the delivery.

   After adding receipt line items, you can add additional items.

4. Using the Select Delivery Option page, select *Perform Delivery* or *Attempt Delivery*.
5. If you selected Perform Delivery, use the Perform Delivery page to record the delivery of the selected items to the persons or locations.

   From the Perform Delivery page, you can:

   - Delete items from the delivery
   - Record delivery feedback.
   - Record a delivery signature.

   If you selected Attempt Delivery, go to step 8.
6. Save the delivery.

   After you click the Save button, the system provides a delivery confirmation page.
7. Click OK on the delivery confirmation page.

   The system takes you to the Delivery page to begin another delivery.
8. If you selected Attempt Delivery, use the Delivery: Attempt Feedback page to record why the delivery could not be completed in the Attempt Feedback section.
9. Click the Save Attempt button.

   After you save the delivery attempt, the system provides confirmation page.
10. Click OK on the attempt delivery confirmation page.

The system updates the PeopleSoft system with the new delivery information by recording the recipient's name, initials, or ID or the location to whom or where the items were delivered.

In addition to providing the default date, the system defaults the time and the user name of the person who performed the delivery.

Note. The Mobile Delivery task flow also supports the business process flow where an employee goes to a location, such as a mail room, to pick up a package that has been received for them.

Setting Up the PeopleSoft System for Use with Mobile Delivery

This section discusses how to:

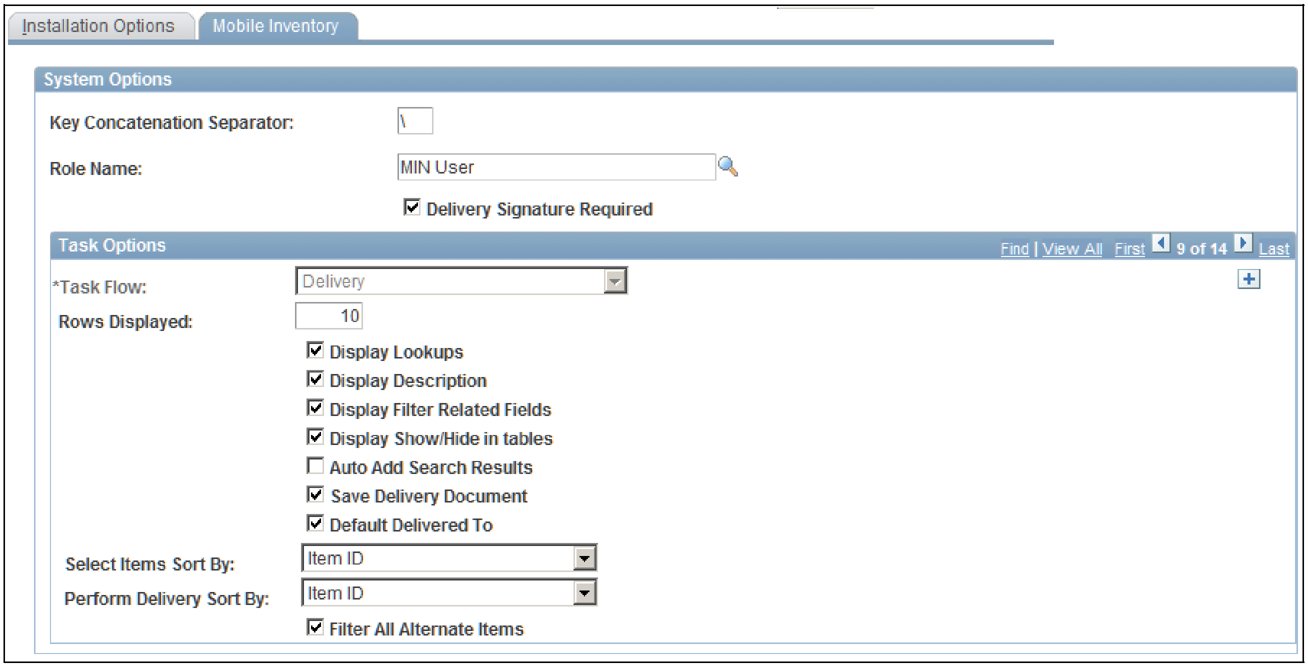
- Establish Mobile Delivery installation options.
- Define Mobile Delivery user preferences.
- Set up delivery feedback codes.

Pages Used to Set Up the PeopleSoft System for Mobile Delivery

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options	Establish Mobile Delivery installation options.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Mobile Inventory	Establish Mobile Delivery user preferences options. You can use this page to default all user preferences to those defined in the installation options.
Business Unit Options	BUS_UNIT_TBL_PM2	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition, Business Unit Options	Determine if a signature is required from the individual receiving a delivery for the receiving business unit. See *PeopleSoft Purchasing 9.1 PeopleBook*, "Defining PeopleSoft Purchasing Business Units and Processing Options," Creating Business Unit Options.
Delivery Feedback	MIN_DLV_FEEDBACK	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Delivery Feedback	Set up delivery feedback codes and descriptions.

Establishing Mobile Delivery Installation Options

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory, and select the Delivery task flow).



Installation Options - Mobile Inventory: Delivery task flow page

You use the installation options to define default values for Mobile Delivery pages in the PeopleSoft system and to define page values available on a mobile device.

Delivery Signature Required

Select to indicate that the mobile application requires a signature of the person receiving the delivery. When this option is selected, the Perform Delivery page requires a signature.

See Chapter 6, "Using Mobile Delivery," Adding a Signature to a Delivery, page 106.

Rows Displayed

Enter the maximum number of rows that you want to display in the tables for the Mobile Delivery task flow.

Display Lookups

Select this check box to display the Lookup icon for all the search fields Delivery pages on the mobile device. The Lookup icon enables you to view a list of options and select one.

Display Description

Select to display the item descriptions on the Delivery pages on the mobile device.

Note. The system ignores this setting when an item is a description only item.

Display Filter Related Fields

Select to display the Filter field and Filter and Clear buttons on Mobile Delivery pages. Deselect the check box to remove the filter functionality from the pages.

Display Show/Hide in tables

Select to display the Hide and Show links or icons on delivery pages. You can expand and collapse additional item information sections using the links.

Auto Add Search Results

Select to indicate that when a search is performed for the task flow, then all matching receipt distribution lines are automatically added to the delivery.

Save Delivery Document

Select to indicate that the Delivery Document field is to remain populated after a delivery is saved.

Default Delivered To

Select to indicate that the Mobile Delivery task flow should attempt to provide a default value for the Delivered To field that is based on a hard-coded hierarchy of fields.

If this check box is selected, the system defaults the Delivered To field to:

- The Attention To field, if it is the same across all receipt distribution lines in the delivery, then;
- If the Attention To field value isn't the same across all delivery lines, the system defaults the Delivered To field to the Requester Name field, if the field is the same across all receipt distribution lines in the delivery, then;
- If the Requester Name field isn't the same across all delivery lines, the system defaults the Delivered To field to the Location field, if it is the same across all receipt distribution lines in the delivery, then;
- If none of the three fields are the same, the system does not provide a default value for the Delivered To field. Select how you want to define the ascending order in which items and locations are sorted on the Select Items for Delivery page in the Mobile Delivery task flow.

Select Items Sort By

Select how you want to define the ascending order in which items and locations are sorted on the Select Items for Delivery page in the Mobile Delivery task flow.

Valid values include:

- *Item ID:* Select to sort items and locations on the Select Items for Delivery page by item ID. This is the default value for the installation options.
- *Deliver To:* Select to sort items and locations on the Select Items for Delivery page by the requester.

Perform Delivery Sort By

Select how you want to define the ascending order in which items and locations are sorted on the Perform Delivery page in the Mobile Delivery task flow.

Valid values include:

- *Item ID:* Select to sort the items and locations on the Perform Delivery page by item ID. This is the default value for the installation options.
- *Deliver To:* Select to sort the items and locations on the Perform Delivery page by the requester.

Filter All Alternate Items

Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table.

Deselect to indicate that the system should not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.

Establishing Mobile Delivery User Preferences

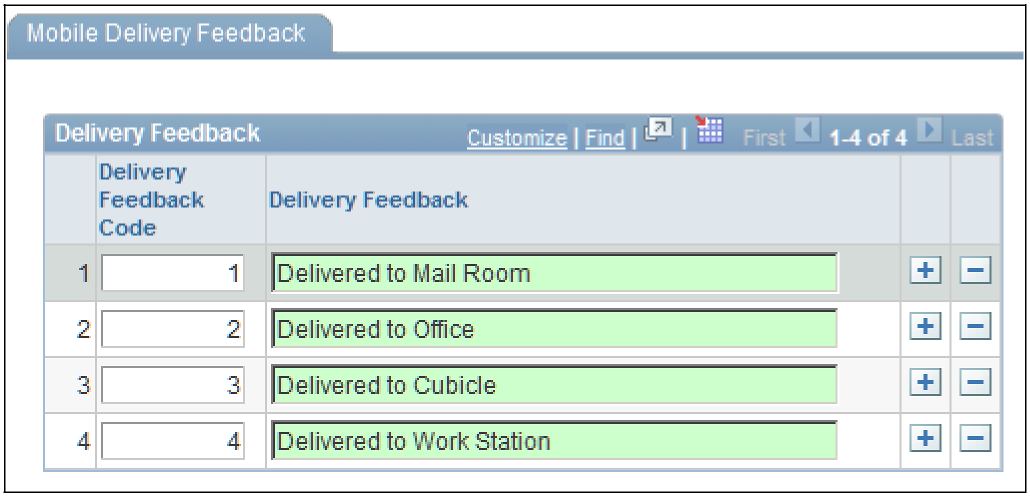
Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory and select the Delivery task flow).

This page uses the same values as the corresponding Installation - Mobile Delivery page. When you are setting up user preferences, you can select the Use Installation Values check box to use installation values instead of defining user preferences. When you select the check box, user preferences values are not longer available.

See Chapter 6, "Using Mobile Delivery," Establishing Mobile Delivery Installation Options, page 87.

Setting Up Delivery Feedback Codes

Access the Mobile Delivery Feedback page (Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Delivery Feedback).



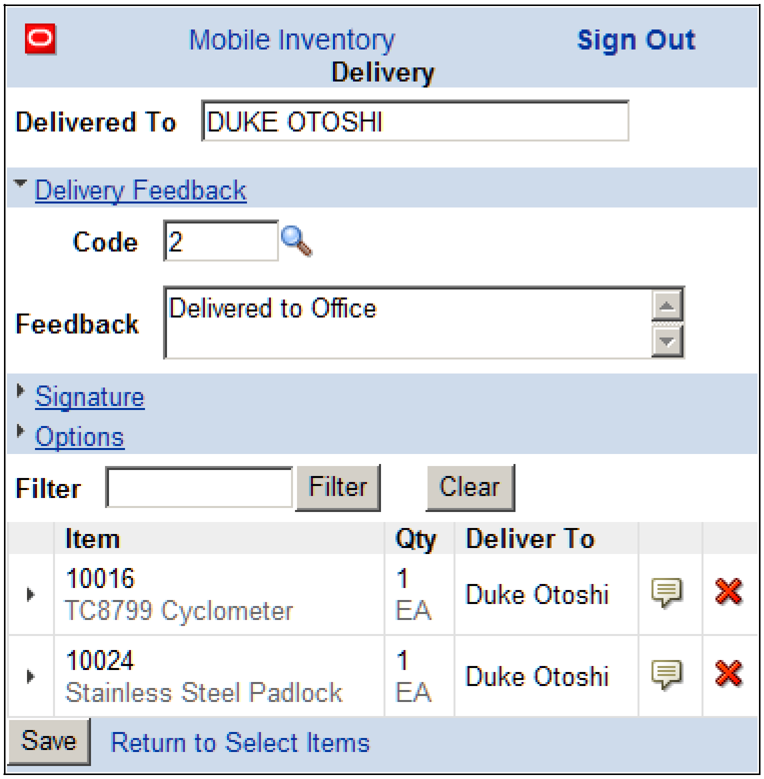
Mobile Delivery Feedback page

Use this page to provide delivery feedback codes when you use a mobile device to record the delivery of receipt line items.

Feedback Code Enter a feedback code for use with the Mobile Delivery task flow. The field value must be numeric and is limited to three numbers.

Delivery Feedback Enter a description for the feedback code. When mobile device users make the deliveries, they can select the Delivery Feedback link to view and select the codes and their descriptions that you define on this page.

The next example is how the mobile device page appears with a code entered:



Delivery page with feedback

Processing Deliveries Using Mobile Devices

This section discusses how to:

- Search for items to add to a delivery.
- Select items for delivery.
- Select a delivery option.
- View delivery comments.
- Perform delivery of Mobile Inventory items.
- Provide delivery feedback.
- Add a signature to a delivery.
- Record delivery attempts.

Pages Used to Process Mobile Delivery Using Mobile Devices

Use these pages to process mobile deliveries.

Page Name	***Navigation***	***Usage***
Delivery	Mobile Inventory, Delivery	Search for items to add to a delivery.
Select Items for Delivery	Mobile Inventory, Delivery, and click the Search button on the Select Items for Delivery page	Select items for delivery.
Select Delivery Option	From the select items for Delivery page, click the Add to Delivery button	Select a delivery option.
Select Items for Delivery: Comments	Mobile Inventory, Delivery. Click the Comments icon from one of these pages: • Select Items for Delivery • Perform Delivery • Delivery: Attempt Feedback	View delivery comments.
Perform Delivery	Mobile Inventory, Delivery. Click the Add to Delivery link on the Select Items for Delivery page, and then click the Perform Delivery link.	Perform delivery of Mobile Inventory items.
Delivery - Delivery Feedback	Click the Delivery Feedback link on the Delivery page	Provide delivery feedback.
Perform Delivery - Signature	Mobile Inventory, Delivery. Click the Add to Delivery link on the Select Items for Delivery page, click the Perform Delivery link, and then click the Signature link.	Add a signature to a delivery.
Perform Delivery - Attempt Feedback	Mobile Inventory, Delivery. Click the Add to Delivery link on the Select Items for Delivery page, and then click the Attempt Delivery link.	Record delivery attempts.

Searching for Items to Add to a Delivery

Access the Select Items for Delivery page (Mobile Inventory, Delivery).

Delivery page (1 of 3)

Note. You must select the business unit and it is recommended that you select at least one other search option to retrieve receipt lines for delivery. When searching for only a business unit, it might result in slow performance and result in returning more than 300 rows of data.

Unit

Displays the user's default business unit. Depending on the search criteria that you entered, the unit could be the receiving or purchasing business unit.

Delivery Document

Enter a delivery document on which to base the search. The document could be, for example, a receipt number, purchase order number, a pro number, such as a tracking number, or a delivery cart number. You can enter a receipt or purchase order without the leading zeros and the system can find the value; for example, to find the receipt number 000000115 you can enter 115.

If the Save Delivery Document check box is selected on the Installation Options - Mobile Inventory page, or the User Preferences - Mobile Inventory page. for the task flow, then this field remains populated after clicking the Save button.

Search

Click to search for items matching the criteria that you enter. The system displays the matching receipt distribution lines Receipts in a Closed or Cancelled status are not included in the returned lines. The Search feature is also initiated when you tab out of the Delivery Document field.

Advanced Search

Click to enter advanced search criteria for receipt lines. For example you can define specific item IDs, receipt dates, and requesters.

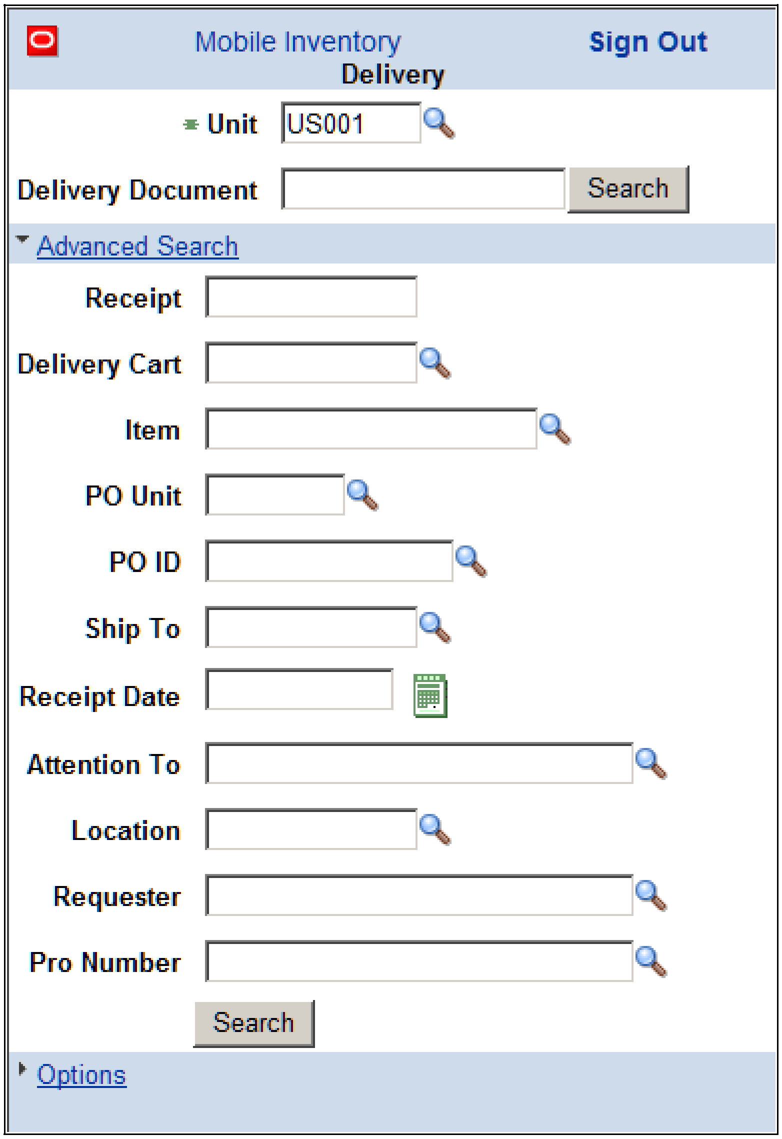
See Chapter 6, "Using Mobile Delivery," Advanced Search, page 94.

Options

Click to expand the Options table where you can define processing display options for receipt delivery searches.

Advanced Search

Access the Advanced Search table (click the Advanced Search link on the Delivery page).



Delivery: Advanced Search page (2 of 3)

Use the Advanced Search table to define more specific information to find receipts. If the system does not find results based on the advanced search criteria, the Advanced Search area remains expanded.

Note. Searches are not case sensitive and partial searches are possible for all of the advanced search fields, except for the Unit and PO Unit (purchase order business unit) fields, which must be exact, and the Receipt Date field.

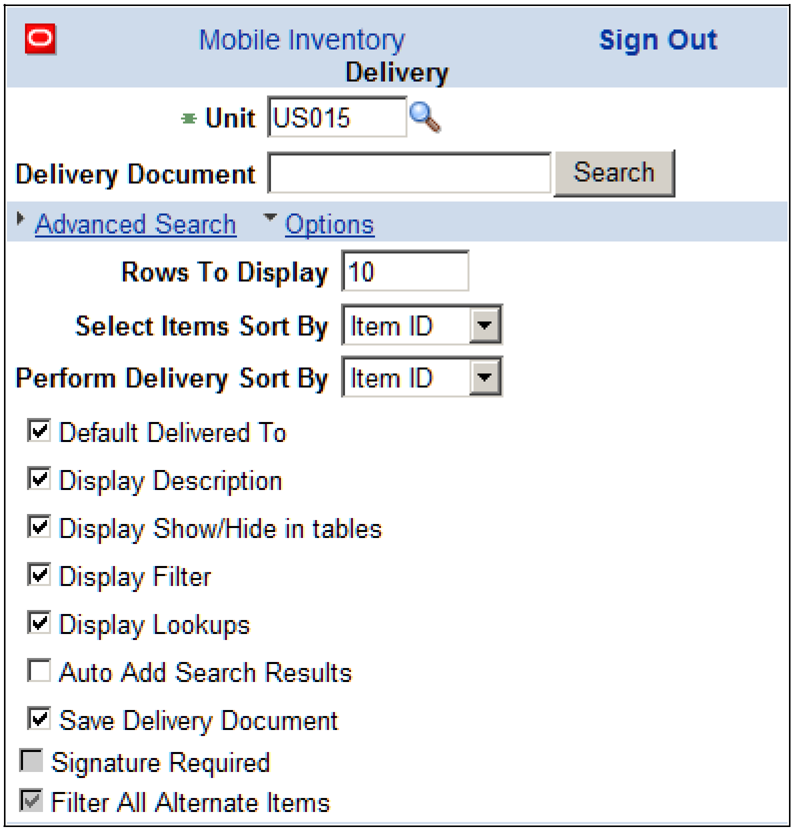
Receipt — Enter a receipt number on which to base a search for receipts. A receipt must exist in order to deliver items. You can enter a receipt without the leading zeros and the system can find the value; for example, to find the receipt number 000000115 you can enter 115.

Delivery Cart — Select a delivery cart on which to base the search. When doing a search for this field, the system displays all active delivery carts for the receiving business unit.

Item	Select a PeopleSoft system item ID on which to base the receipt search. You can use the Lookup icon to locate and select an item ID. After entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.
PO Unit (purchase order unit)	Enter a purchase order business unit on which to base a receipt search. The business unit and purchase order business unit must be setup as matching. You can use the Lookup icon to locate and select a business unit.
PO ID (purchase order ID)	Select a purchase order on which to base a search for receipts. The search result will include receipts for the purchase order that you enter. You can enter a purchase order without the leading zeros and the system can find the value; for example, to find the purchase order 000000115 you can enter 115. A purchase order unit is required for the PO ID Lookup icon to work. You can use the Lookup icon to locate and select a purchase order ID.
Ship To	Select a ship to location to reduce the search to just that location and any other selection criteria that you enter. You can use the Lookup icon to locate and select a ship to location.
Receipt Date	Enter a specific receipt date on which to base the item search. The date must be entered in the correct format. The system only displays the receipts created on or before the date that you enter.
Attention To	Enter the person on which to base your search for items to deliver. The system retrieves the purchase order receipt lines that match the attention to person you enter. You can also use the Lookup icon to locate and select the attention to user
Location	Select the location for which you want to search for receipt lines to deliver. You can use the Lookup icon.
Requester	Select the requester for whom you want to search for receipt lines to deliver. You can use the Lookup icon.
Pro Number (progressive number)	Select the progressive number on which to base the search for receipt lines to deliver. The system provides the receipt line with that progressive number. It's possible to have multiple Pro numbers on a receipt. If you perform a search based on the Pro number, the Mobile Delivery component retrieves all the receipt distribution lines that have a parent line with that Pro number associated to it.

Options

Access the Select Items for Delivery - Options page (Mobile Inventory, Delivery, and click the Options link).



Delivery: Options page (3 of 3)

Use this page to change processing and display options for receipt line searches. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page and most fields can be changed for this session.

The values that you select control what information appears in the Select Items for Delivery and the Perform Delivery pages.

Rows to Display

Enter the number of rows that you want to display for the current session. When you collapse the Options table, the system saves the information you entered and uses it for this session.

Select Items Sort By

Select how you want to define the ascending order in which items and locations are sorted on the Select Items for Delivery and Advanced Search Results pages in the Mobile Delivery application.

Valid values include:

- *Item ID:* Select to sort items and locations on the Select Items for Delivery page by item ID. This is the default value for the installation options.
- *Deliver To:* Select to sort items and locations on the Select Items for Delivery page by the requester.

Perform Delivery Sort By

Select how you want to define the ascending order in which items and locations are sorted on the Perform Delivery page in the Mobile Delivery application.

Valid values include:

- *Item ID:* Select to sort the items and locations on the Perform Delivery page by item ID. This is the default value for the installation options.
- *Deliver To:* Select to sort the items and locations on the Perform Delivery page by the value in the Deliver To field.

Default Delivered To

Click to indicate that the Mobile Delivery application should attempt to provide a default value for the Delivered To field that is based on a hard-coded hierarchy of fields.

See Chapter 6, "Using Mobile Delivery," Establishing Mobile Delivery Installation Options, page 87.

Display Description

Select to display the item description on the Delivery pages for the session.

Display Show/Hide in tables

Select to display the Show and Hide links on the Select Items for Delivery page after you perform the search. These values enable you to expand and collapse additional information sections for items.

Display Filter

Select to display the Filter field and the Filter and Clear buttons on the Select Items for Delivery page after you perform the search and on the Perform Delivery page. Deselect the check box to remove the filter functionality from the Delivery pages.

Display Lookups

Select to show Lookup icons on the Delivery pages.

Auto Add Search Results

Select to indicate that when a search is performed for the task flow, then all matching receipt distribution lines are automatically added to the delivery.

Save Delivery Document

Select to indicate that:

- In the Delivery mobile application, the Delivery Document field is to remain populated after a delivery is saved.
- In the Delivery Cart mobile application, the Delivery Document field is to remain populated after items are added to a delivery cart.

Signature Required

Displays the option selected in the Delivery Signature Required field on the Installation Options – Mobile Inventory or the Business Unit Options page for the Purchasing Business Unit. This field cannot be changed.

Filter All Alternate Items

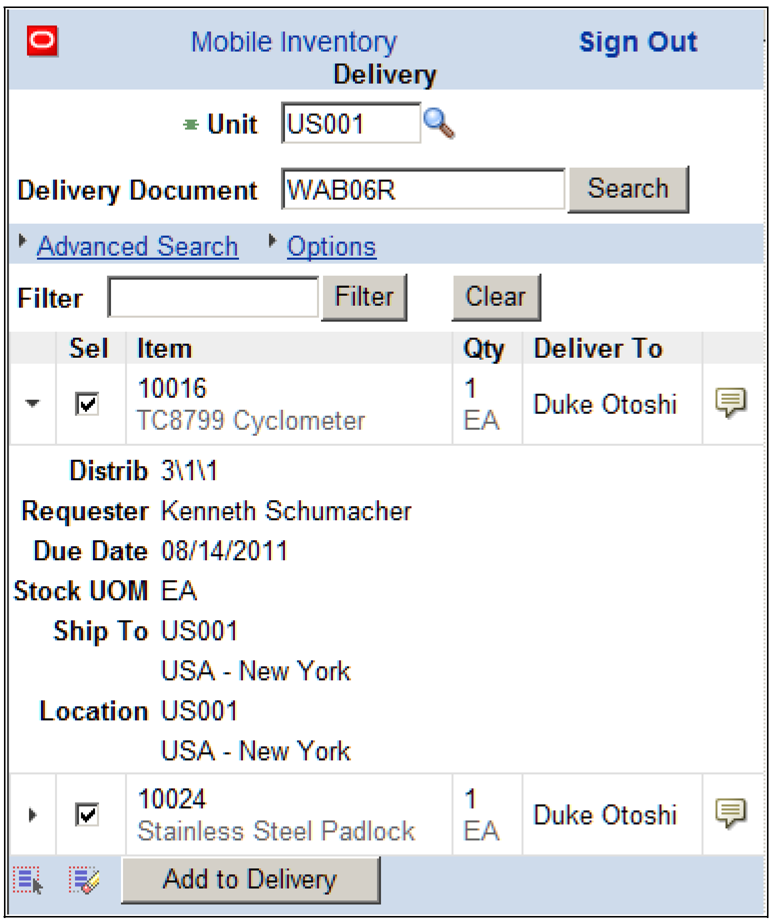
Displays the option selected on the Installation Options – Mobile Inventory or the User Preferences - Mobile Inventory page. This field cannot be changed.

If this option is selected, then the system searches through all possible alternate item identifiers when filtering a table. If an alternate item identifier is entered in the Filter field, then the item ID that matches the alternate is displayed in the table.

If this option is not selected, then the system does not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

Selecting Items for Delivery

Access the Select Items for Delivery page (Mobile Inventory, Delivery, enter one or more search criteria, and click the Search button on the Select Items for Delivery page or tab out of the Delivery Document field).



Select Items for Delivery page

After loading items from the initial search, you can further limit the contents of this page by filtering the data. To perform another search, enter a delivery document or click the Advanced Search link to define additional search criteria for the search, or both. Then click Search button or tab out of the Delivery Document field to initiate the search.

Filter (field)

Enter a value by which to filter receipt distribution lines. You can filter by item ID, manufacturer item ID, vendor item ID, item description, delivery document, deliver to, attention to, or location fields. You can enter a complete or a partial value. The Filter field is not case sensitive.

Filter (button)

Click to filter the list based on the Filter field value.

Clear

Click to remove the effects of the filter. Or, you can delete the filtering criteria from the Filter field and tab out of the field.

Expand (right arrow)

Click the Expand icon to view additional details about a receipt distribution line. The details include the distribution date, requester, due date, stocking UOM, ship to, and specific location information. Click the arrow icon again to hide the additional details.

If the Attention To value from the receipt distribution line is displayed in the Deliver To field, then the Requestor is displayed in the expanded section.

Note. Depending on mobile device view or screen settings, Show and Hide links can appear as right and down arrows.

Collapse (down arrow)

Click the Collapse icon to hide additional details about a receipt distribution line.

Sel (select)

Select to choose an item to add to the delivery. The default value is selected. When you click the Add to Delivery button, the system disables the Sel check box.

Item ID

Displays the item that was returned from the search. If you selected the Display Description check box, the description also appears with the item. If the item is configured, the configuration code is displayed instead of the description.

Also, if the item is a description only item, such as the item does not have an ID, then the description is displayed, regardless of the display description option.

Qty (quantity)

Displays the distribution quantity and the vendor's unit of measure.

Deliver To

Displays the name in which the item should be delivered.

If the Attention To field is populated on the receipt distribution line, then this field is populated with the value in the Attention To field.

If the Attention To field is not populated on the receipt distribution line, then this field is populated with the value in the Requester field.

Comments

Click to view any purchase order or receipt comments associated with the receipt line. Comments exist when the icon appears.

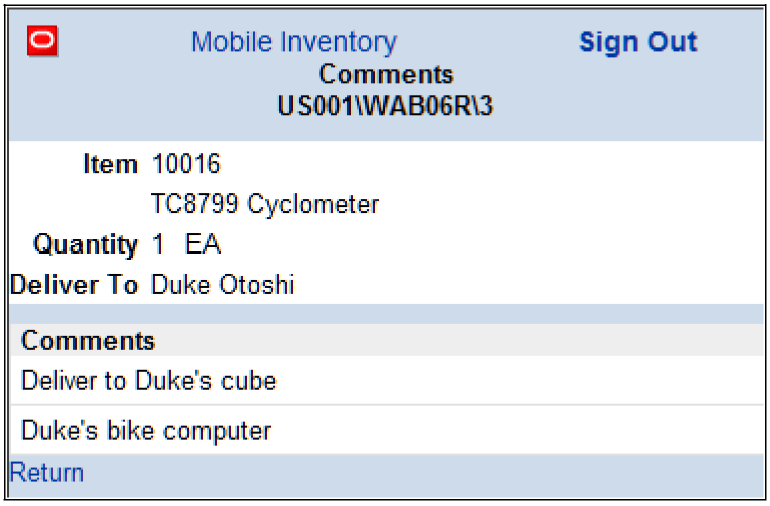
Select All

Click to select all of the items in the list. The system adds all selected items to the delivery when you click the Add to Delivery button.

Deselect All	Click to deselect all of the items in the list.
Add to Delivery	Click to add the selected items to deliver and disable them in the search results. When you add items to the delivery, the system displays the Perform Delivery link, which indicates how many items were added to the delivery, and then resets the Select Items for Delivery page. If no items were selected when the Add to Delivery button is used, then the system displays a warning message that no items were selected. To perform the delivery, click the Perform Delivery link and the system provides the Perform Delivery page where you can add delivery feedback and select to deliver the items. **Note.** If a receipt distribution line is selected, but it is hidden based on the value in the Filter field, the line is not added to the delivery when you click the Add to Delivery button.

Viewing Delivery Comments

Access the Comments page (Mobile Inventory, Delivery, and click the Comments icon on the Select Items for Delivery page).



Delivery Comments page

When a receipt distribution line with a purchase order or receipt line comment associated with it, you can view the comments using this page. Comments for purchase order lines appear when the Show at Receipt check box is selected on the PO Line Comments page. The page displays all receipt line comments.

When you select an item for which to review comments, the system displays the item information, quantities to be delivered, and the name in the Deliver To field.

If a configuration code exists, then the system displays the configuration code instead of the item description.

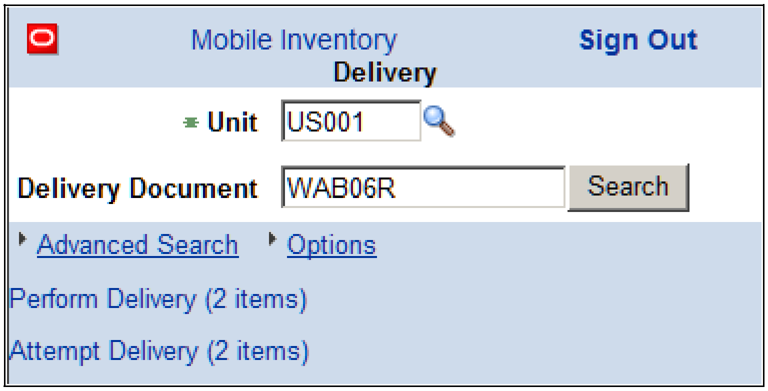
If the Display Description check box is not selected on the Options page, then the item description is not displayed.

If there is no item ID, then the description is displayed, regardless of the option selected for the Display Description check box.

Click the Return link to navigate to the previous page.

Selecting a Delivery Option

Access the Delivery page (From the select items for Delivery page, click the Add to Delivery button).



Select Delivery Option page

Use this page to select a delivery option.

Perform Delivery

Click to access the Perform Delivery page where you can complete the delivery process. The link also indicates how many items have been added to the delivery after you add items to the delivery.

You can return to this page and add more items to the delivery list. The system updates the Perform Delivery link to count the additional items.

See Chapter 6, "Using Mobile Delivery," Performing Delivery of Mobile Inventory Items, page 102.

Attempt Delivery

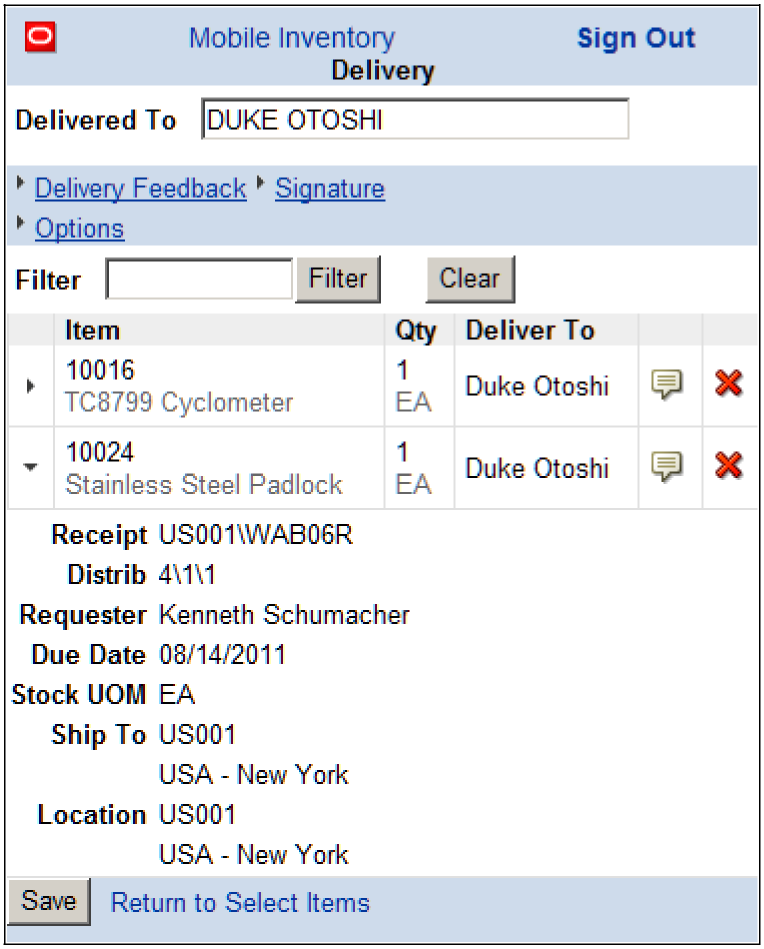
Click to access the Attempt Delivery page where you can record a delivery that was not successful. The link also indicates how many items have been added to the delivery attempt after you add items to the delivery.

You can return to this page and add more items to the delivery and attempt delivery list. The system updates the Attempt Delivery link to count the additional items.

See Chapter 6, "Using Mobile Delivery," Recording Delivery Attempts, page 107.

Performing Delivery of Mobile Inventory Items

Access the Perform Delivery page (Mobile Inventory, Delivery. Click the Add to Delivery button on the Select Items for Delivery page after selecting at least one item, and then click the Perform Delivery link).



Perform Delivery page

Use this page to define the delivery items and details.

Delivered To

Enter a value to define an employee name, employee ID, employee initials or a location to which the items are being delivered. You can type this information or scan a bar code, such as an employee badge number or a location bar code.

Note. The system populates the Delivered To field if the Default Delivered To check box is selected and the lines added to the delivery meet the necessary criteria, such as having the same attention to, requester or location.

The description of the Delivered To field is displayed below if it is in the system.

Delivery Feedback

Click to enter feedback about the delivery.

See Chapter 6, "Using Mobile Delivery," Providing Delivery Feedback, page 105.

Signature

Click to open the signature area where you can capture and record a signature for the delivery.

See Chapter 6, "Using Mobile Delivery," Adding a Signature to a Delivery, page 106.

Options

Click to access task flow options that were defined on the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page. Any changes applied to the Options page are temporary and only for the current session.

Filter (field and button)

Use the Filter feature to limit your existing search results to rows that meet your criteria. This feature reduces the original search results to a smaller number of rows so that you can focus on your area of interest.

Click the Filter button to apply your filter value to the existing search results and display only the rows that match your filter. The filter feature is also initiated when you tab out of the Filter field.

Note. The Filter feature is applied to the existing search results and does not perform another search on data within PeopleSoft.

Save

Click to deliver the items that appear in the list at the bottom of this page. As part of saving the delivery, the current date, time, and user ID of the person performing the delivery are recorded in the delivery transaction history table. When the delivery is complete, the system displays the Delivery Saved page.

Click the OK button to return to the Select Items for Delivery page where you can search for another receipt.

If the Save Delivery Document check box is selected on the Installation Options - Mobile Inventory page, or the User Preferences - Mobile Inventory page for the task flow, then the Delivery Document field remains populated after clicking the Save button.

Return to Select Items

Click to return to the Select Items for Delivery page where you can add more items to the delivery.

Show icon (right arrow)

Click Show icon to view additional details about a receipt distribution line. The details include the due date, specific location information, and the stocking unit of measure.

Hide icon (down arrow)

Click Hide icon to hide additional details about a receipt distribution line.

Item ID

Displays the item that was returned from the search. If you selected the Display Description check box, the description also appears with the item.

If the item is configured, the configuration code is displayed instead of the description. Also, if the item is a description-only item, such as not having an item ID, then the description is displayed, regardless of the display description option.

Qty (quantity)

Displays the distribution quantity and the vendor's unit of measure.

Deliver To

Displays the name in which the item should be delivered.

If the Attention To field is populated on the receipt distribution line, then this field is populated with the value in the Attention To field.

If the Attention To field is not populated on the receipt distribution line, then this field is populated with the value in the Requester field.

Comments

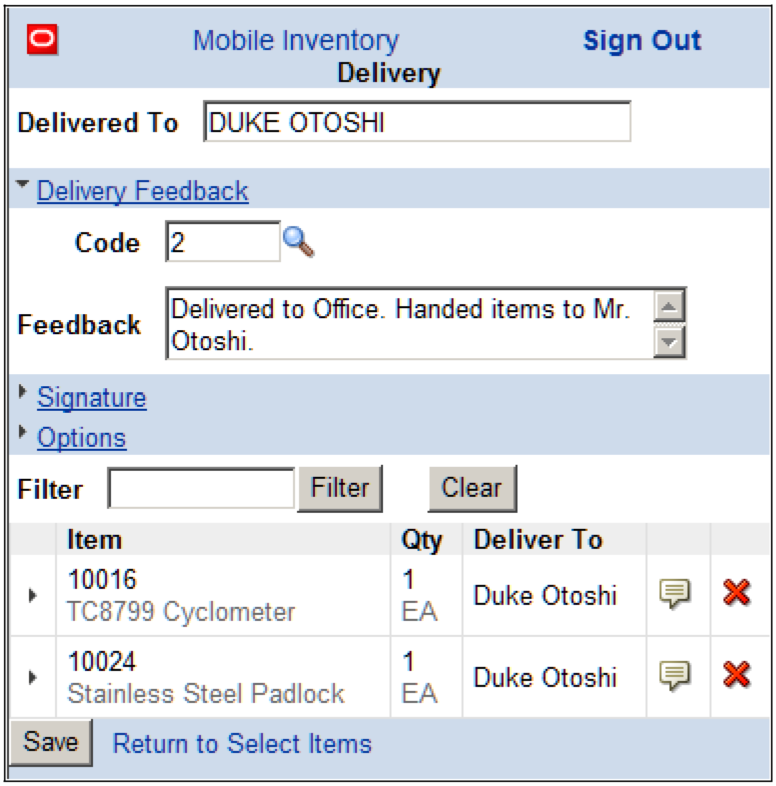
Click to view any purchase order or receipt comments associated with the receipt line. Comments exist when the icon is displayed.

Delete

Click to delete the current item from the delivery.

Providing Delivery Feedback

Access the Delivery Feedback table (click the Delivery Feedback link on the Perform Delivery page).



Delivery Feedback page

Use this section to provide information to the PeopleSoft system about the delivery of the receipt line.

Delivery Feedback Code

Select a code that automatically updates the Delivery Feedback field. Codes are defined in the PeopleSoft system Delivery Feedback component.

Delivery Feedback

If you selected a feedback code for the delivery, the text appears in this field. You can also enter additional comments that you have related to the delivery of the receipt line items.

After you deliver the item, the comments are recorded in the Delivery Feedback field in the Maintain Delivery Component in the PeopleSoft system. To view the comments, select Purchasing, Receipts, Maintain Delivery Information.

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Working with Delivery Information"

Adding a Signature to a Delivery

Access the Perform Delivery page (Mobile Inventory, Delivery. Click the Perform Delivery link on the Select Items for Delivery page after adding at least one item to the delivery. Click the Signatures link).

Note. The signature capture only works with browsers that support HTML5.

Use the Signature area to capture a signature for the delivery. The signature is captured and stored as an attachment.

A signature is required if:

- The Delivery Signature Required check box is selected on the Installation Options - Mobile Inventory page.
- The Delivery Signature Required field is selected on the Installation Options - Mobile Inventory page, and the *Default to Installation value* option is selected in the Delivery Signature Required field on the Purchasing Definition - Business Unit Options page for the receiving business unit.
- The *Yes* option is selected in the Delivery Signature Required field on the Purchasing Definition - Business Unit Options page for the receiving business unit.

If a signature is required at the installation level, business unit level, or both and a user clicks the Save button on the Perform Delivery page without obtaining a signature, the application displays an error.

After a signature is entered, if the person performing the delivery tries to modify the delivery (such as returning to the Select Items page to add more items), then the application displays a warning asking the user to confirm the modification. If the user confirms that they want to modify the delivery, the signature is automatically cleared and will have to be entered after the modification.

After a signature is entered, and no modifications are needed, the user clicks the Save button to accept the signature and save the delivery. The signature is stored as a file attachment and displays on multiple PeopleSoft pages such as the: Deliver Location page and the Delivery Detail page.

(signature area)

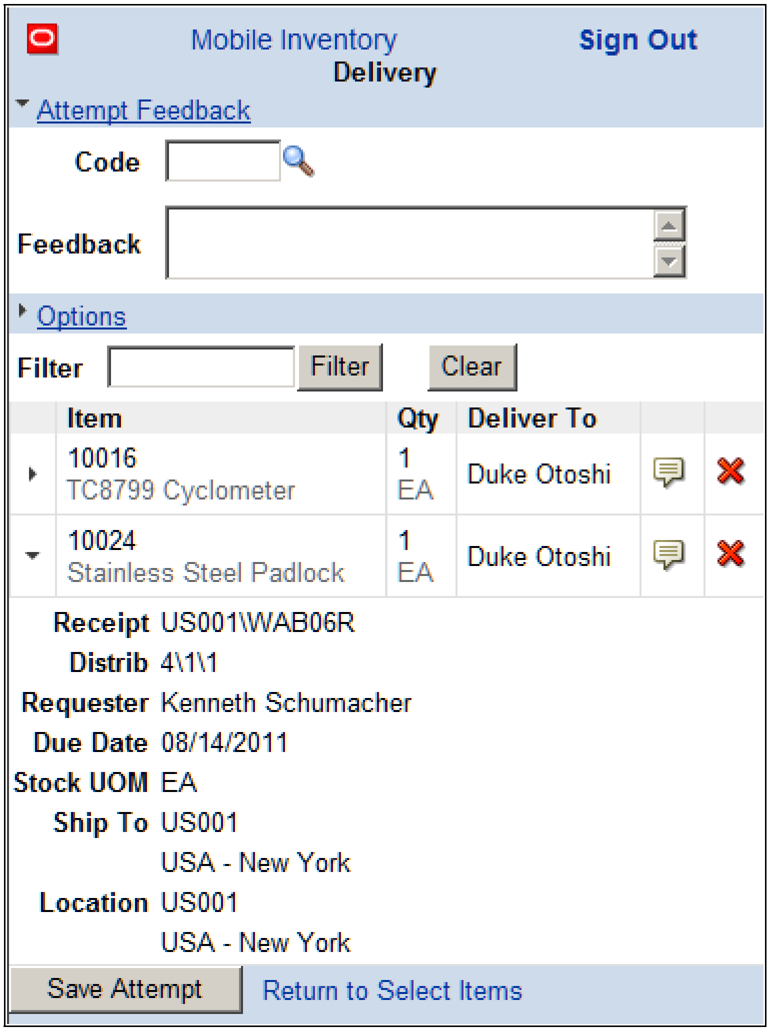
The person accepting the delivery uses this area to enter their signature.

Clear

Click this button to clear a signature.

Recording Delivery Attempts

Access the Perform Delivery: Attempt Feedback page (Mobile Inventory, Delivery. Click the Add to Delivery button on the Select Items for Delivery page after selecting at least one item, and then click the Attempt Delivery link).



Delivery: Attempt Feedback page

Use this page to record a delivery attempt. You can enter feedback indicating why you were not able to deliver the items.

The system records the date and time of the delivery attempt, the User ID performing the delivery attempt, and any feedback entered in the Feedback field.

Code	Select a code that automatically updates the Feedback field. Codes are defined in the PeopleSoft system Delivery Feedback component.

Feedback

If you selected a feedback code for the attempted delivery, the text appears in this field. You can also enter additional comments that you have related to the attempted delivery.

The Code field is not required to enter free-form text into the Feedback field.

Save Attempt

Click to record the attempted delivery. When deliveries attempts are saved, the system displays a message indicating that the attempt is saved. Click the OK button to return to the Select Items for Delivery page.

Delivery attempts are saved to the delivery transaction history table with a transaction type of *Delivery Attempted.* Delivery attempts can be viewed on the Delivery Life Cycle page.

Viewing Delivery History

This section discusses how to:

- Review delivery information for a receipt.
- View the life cycle of a delivery.
- Review and maintain delivery information.

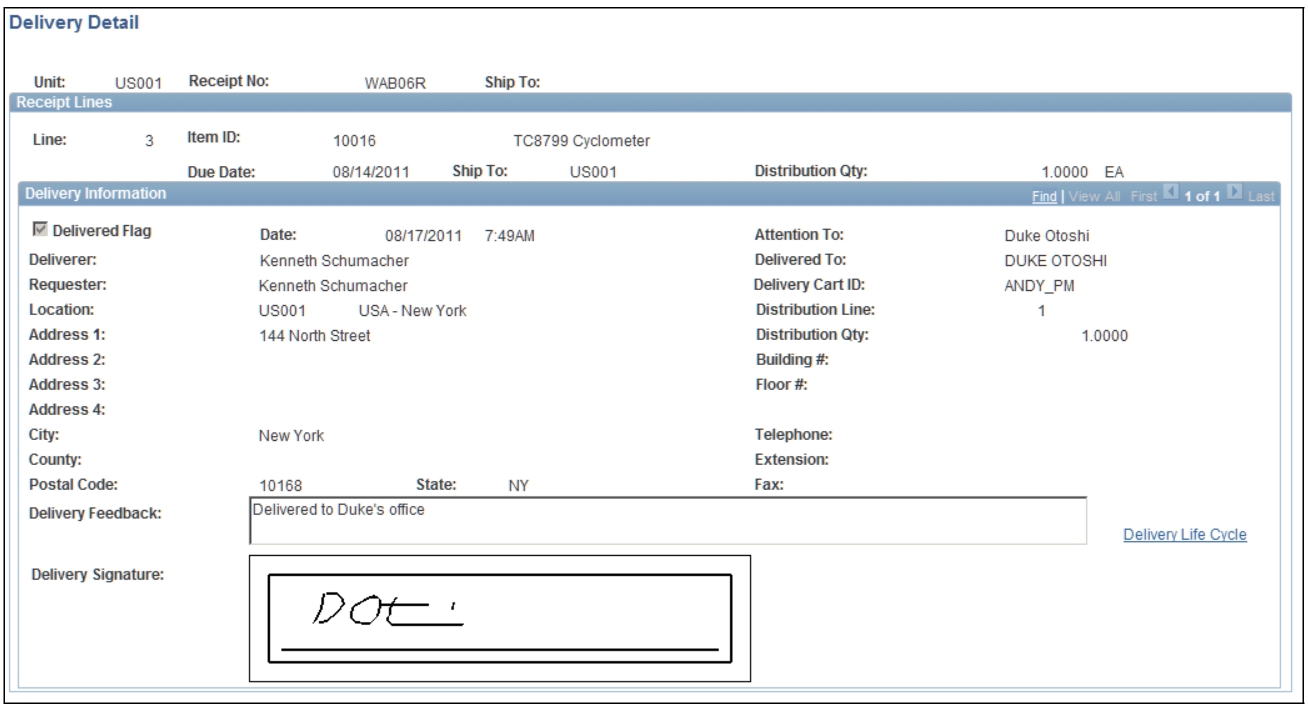
Page Used to View Delivery History

Page Name	***Definition Name***	***Navigation***	***Usage***
Delivery Detail	RECV_DEL_INQ_DTL	Purchasing, Receipts, Review Receipt Information, Delivery Inquiry.	Review delivery information for a receipt. See *PeopleSoft Purchasing 9.1 PeopleBook*, "Working with Delivery Information," Reviewing Detailed Delivery Information for a Receipt.
Life Cycle Inquiry	RECV_DEL_INQ_CYCLE	Purchasing, Receipts, Review Receipt Information, Delivery Inquiry. From the Delivery Detail page, click the Delivery Life Cycle link.	View the life cycle of a delivery.

Page Name	Definition Name	Navigation	Usage
Delivery Location	RECV_DELIVERY1	Purchasing, Receipts, Maintain Delivery Information	Review and maintain delivery information. See *PeopleSoft Purchasing 9.1 PeopleBook*, "Working with Delivery Information," Accessing Delivery Information.

Review Delivery Information for a Receipt

Access the Delivery Detail page (Purchasing, Receipts, Review Receipt Information, Delivery Inquiry).

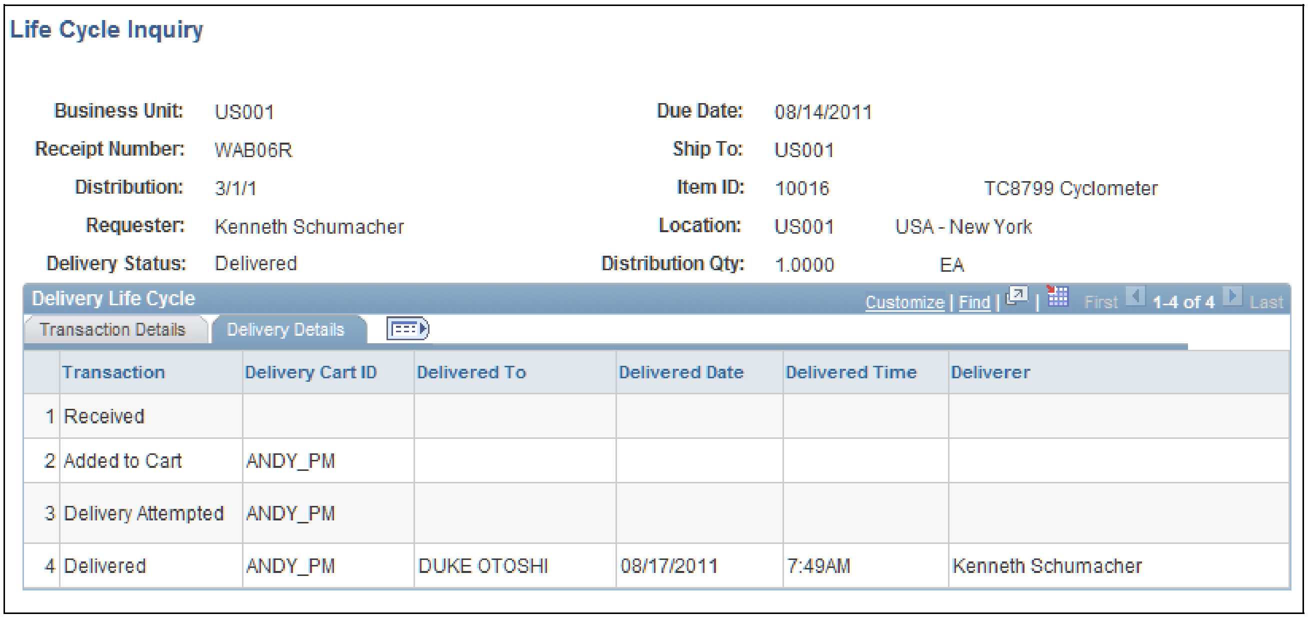


Delivery Detail page

See *PeopleSoft Purchasing 9.1 PeopleBook*, "Working with Delivery Information," Reviewing Detailed Delivery Information for a Receipt.

Viewing the Life Cycle of a Delivery

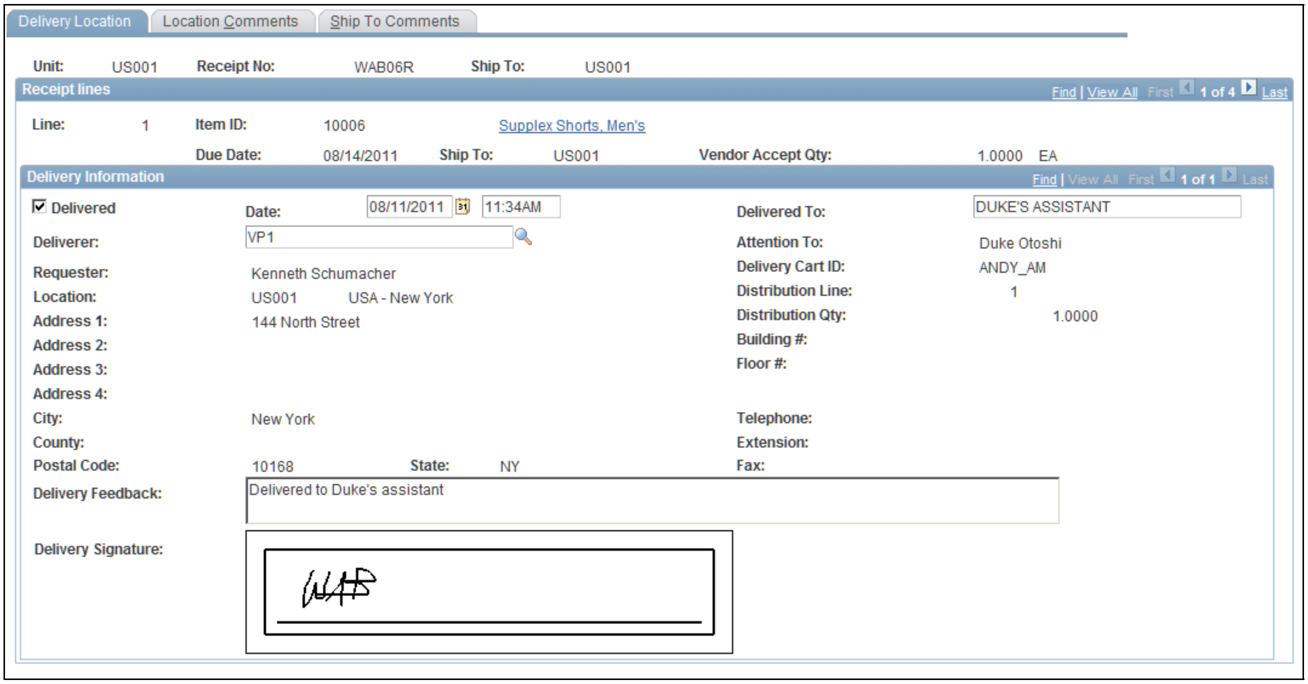
Access the Life Cycle Inquiry page (Purchasing, Receipts, Review Receipt Information, Delivery Inquiry. From the Delivery Detail page, click the Delivery Life Cycle link).



Life Cycle Inquiry: Delivery Details page

Reviewing and Maintaining Delivery Information

Access the Delivery Location page (Purchasing, Receipts, Maintain Delivery Information).



Delivery Location page

Delivered

If this check box is cleared, the system clears the Delivery Signature fields as well as other delivered fields.

See *PeopleSoft Purchasing 9.1 PeopleBook*, "Working with Delivery Information," Accessing Delivery Information.

Setting Up and Using Mobile Delivery Carts

This section provides an overview of how to add items to a delivery cart and discusses how to:

- Establish mobile delivery cart installation options.
- Establish mobile delivery cart user preferences.
- Define delivery carts.
- Search for delivery carts.
- Modify delivery cart options.
- Maintain delivery carts
- Add items to a delivery cart.
- View delivery cart comments.

How to Add Items to a Delivery Cart

These steps list the basic steps to add items to a delivery cart:

1. Log into your PeopleSoft Mobile Inventory application.
2. From the Mobile Inventory main menu, select Delivery Cart.
3. From the Delivery Cart: Search page, verify or enter the business unit to which you want to access.
4. In the Delivery Cart field, you can enter a cart ID and tab out of the field, or click the Search button.

   Alternatively, you can click the lookup icon to search for an active cart ID. Or, you can leave the Delivery Cart field blank and click the Search button.
5. (Optional) If you'd like to change your Delivery Cart options, click the Options link to access the Delivery Cart: Options page.

   Any changes applied to this page are temporary and only for the current session.
6. From the Delivery Cart: Search Results page, select a cart.

   Note. If there are no items on the cart, then the mobile application takes you to the Add Items: Search page.

   ---
7. From the Delivery Cart page, click the Add Items link.
8. From the Add Items: Search page, you can:
   - Enter a value in the Delivery Document field and tab out of the field or click the Search button.

     This option returns all items that are associated with the delivery document and takes you to the Add Items page where the items are selected.
   - Click the Advanced Search link to search for items to add to the cart and then click the Search button.

     This option enables you to search on multiple fields such as Receipt, Item, Receipt Date, and so on.
9. From the Add Items page, where the items are automatically selected, click the Add to Cart button.

   The system takes you to the Add Items: Search page where the View Cart link is updated with the added items.
10. From the Add Items: Search page, click the View Cart link to access the Delivery Cart page.
11. From the Delivery Cart page, click the Save button to save the added items to the cart.

    The system displays a confirmation message. When you see this message, click the OK button. The system returns to the Delivery Cart: Search page.

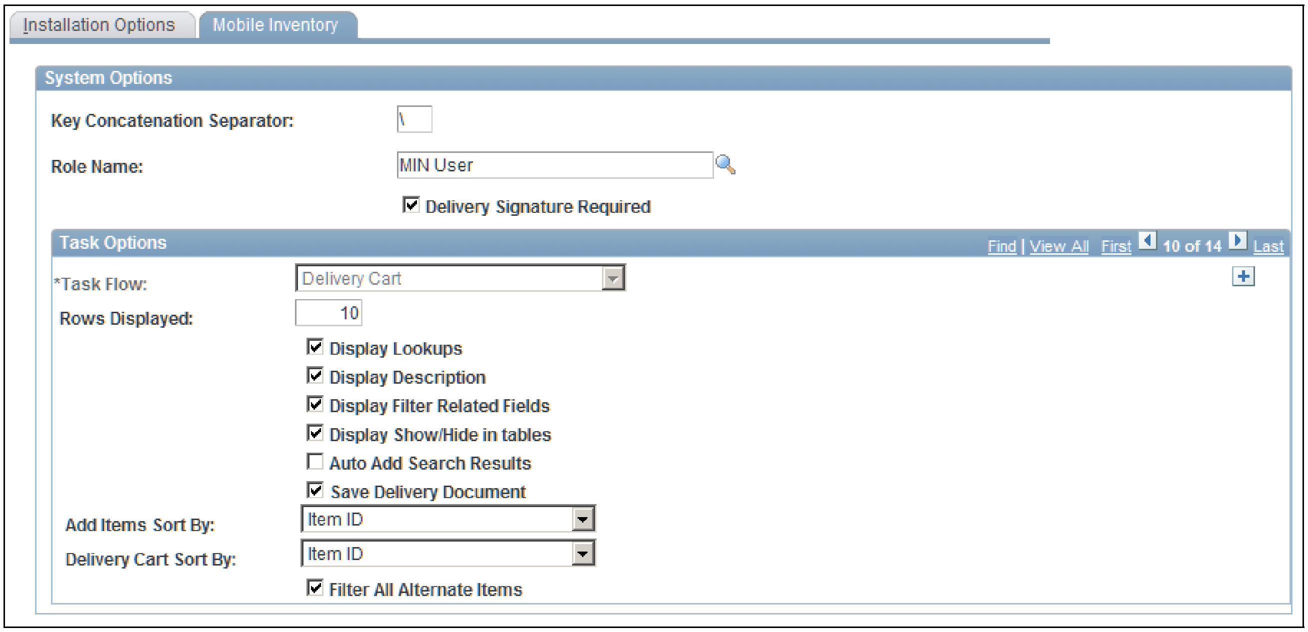
Pages Used to Set up and Use Mobile Delivery Carts

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select the Delivery Cart task flow.	Establish mobile delivery cart installation options.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory. Select the Delivery Cart task flow.	Establish mobile delivery cart user preferences.
Setup Delivery Cart	DELIVERY_CART	Set Up Financials/Supply Chain, Product Related, Mobile Inventory, Setup Delivery Cart	Define delivery carts in PeopleSoft.
Delivery Cart: Search	(not applicable)	Mobile Inventory, Delivery Cart.	Search for delivery carts.
Delivery Cart - Options	(not applicable)	Mobile Inventory, Delivery Cart. Click the Options link	Modify delivery cart options.
Delivery Cart	(not applicable)	Mobile Inventory, Delivery Cart	Maintain delivery cart items.
Add Items	(not applicable)	Mobile Inventory, Delivery Cart. On the Delivery Cart: Search page, search for and select a cart. If items exist on the cart, click the Add Items link from the Delivery Cart page. If items do not exist on the cart, the system displays the Add Items page From the Delivery Cart page, use the Advanced Search, the Delivery Document, or both features to search for items to add to the delivery cart. From the Add Items page, search for a delivery document that contain the items that you want to add to the delivery cart.	Add items to a delivery cart.

Page Name	Definition Name	Navigation	Usage
Comments	(not applicable)	Mobile Inventory, Delivery Cart. From the Add Items page or the Delivery Cart page, click the Comments icon.	View delivery cart comments.

Establishing Mobile Delivery Cart Installation Options

Access the Installation Options - Mobile Inventory page for the Delivery Cart task flow (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select the Delivery Cart task flow).



Installation Options - Mobile Inventory: Delivery Cart task flow page

Use this page to define default values for Mobile Delivery Cart page defaults on a mobile device.

Rows Displayed

Enter the maximum number of rows that you want to display in the tables for the Mobile Delivery Cart task flow.

Display Lookups

Select this check box to display the Lookup icon for all the search fields on Delivery Cart pages on the mobile device. The Lookup icon enables you to view a list of options and select one.

Display Description

Select to display the item descriptions on the Delivery Cart pages on the mobile device.

Note. The system ignores this setting when an item is a description only item.

Display Filter Related Fields	Select to display the Filter field and Filter and Clear buttons on Mobile Delivery Cart pages. Deselect the check box to remove the filter functionality from the pages.
Display Show/Hide in tables	Select to display the Hide and Show links or icons on Delivery Cart pages. You can expand and collapse additional item information sections using the links.
Auto Add Search Results	Select to indicate that when a search is performed for the task flow, then all matching receipt distribution lines are automatically added to the delivery.
Save Delivery Document	Select to indicate that the Delivery Document field is to remain populated after items are added to a delivery cart.
Add Items Sort By	Select how you want to define the ascending order in which items and locations are sorted on the Add to Cart page in the Mobile Delivery Cart task flow. Valid values include: • *Item ID:* Select to sort items and locations by item ID. • *Deliver To:* Select to sort items and locations by the value in the Deliver To field.
Delivery Cart Sort By	Select how you want to define the ascending order in which items and locations are sorted on the Delivery Cart page in the Mobile Delivery Cart task flow. Valid values include: • *Item ID:* Select to sort items and locations by item ID. • *Deliver To:* Select to sort items and locations by the value in the Deliver To field.
Filter All Alternate Items	Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID that matches the alternate is shown in the table. Deselect to indicate that only the item ID is to be used for filtering, which also improves system performance.

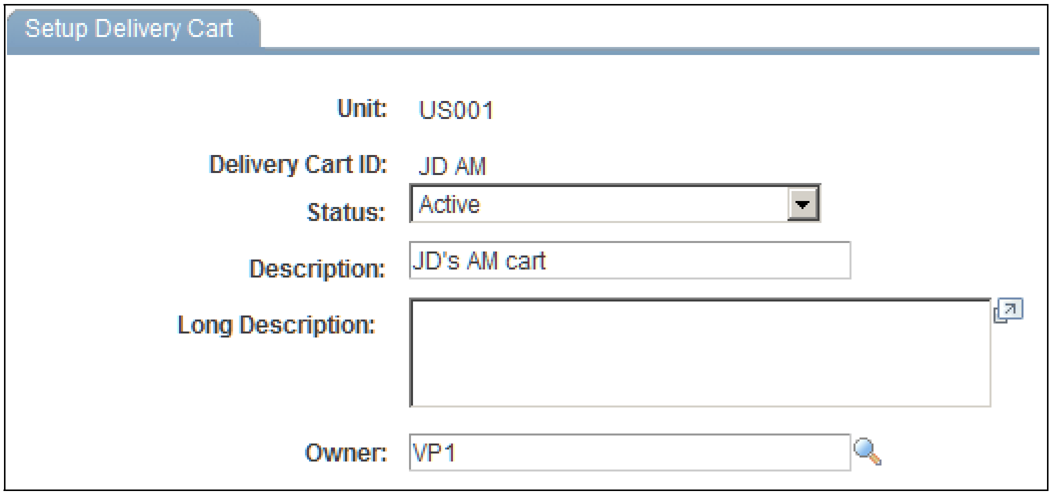
Establishing Mobile Delivery Cart User Preferences

Access the User Preferences - Mobile Inventory page for the Delivery Cart task flow (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory. Select the Delivery Cart task flow).

This page uses the same values as the corresponding Installation Options - Mobile Delivery page for the Delivery Cart task flow. When you are setting up user preferences, you can select the Use Installation Values check box to use installation values instead of defining user preferences. When you select this check box, user preferences values are not longer available.

Defining Delivery Carts

Access the Delivery Cart page (Set Up Financials/Supply Chain, Product Related, Mobile Inventory, Setup Delivery Cart).



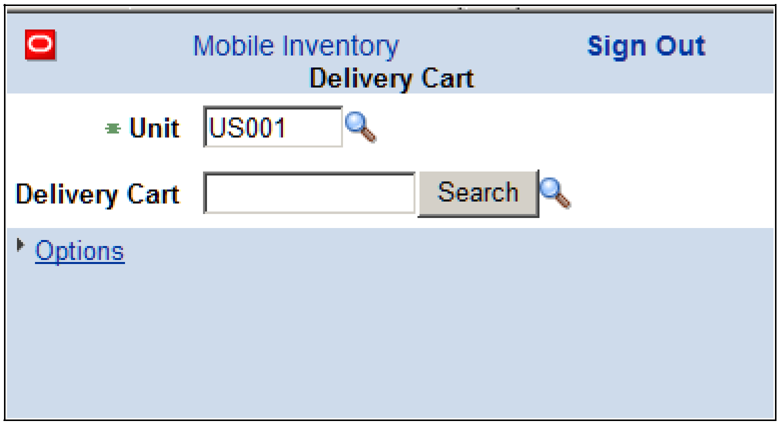
Setup Delivery Cart page

Use this page to define delivery carts for your mobile device. You must setup this page before accessing the delivery cart on your mobile device.

Status	Select a status of *Active* or *Inactive.* Active carts can be used with a mobile device. Inactive carts do not appear on mobile devices. When setting up a new delivery care, this field automatically defaults to *Active.*
Cart Owner	Select the User ID of the individual who owns the cart. This field defaults to the user who is signed into the system.

Searching for Delivery Carts

Access the Delivery Cart: Search page (Mobile Inventory, Delivery Cart).



Delivery Cart: Search page

Use this page to search for active delivery carts.

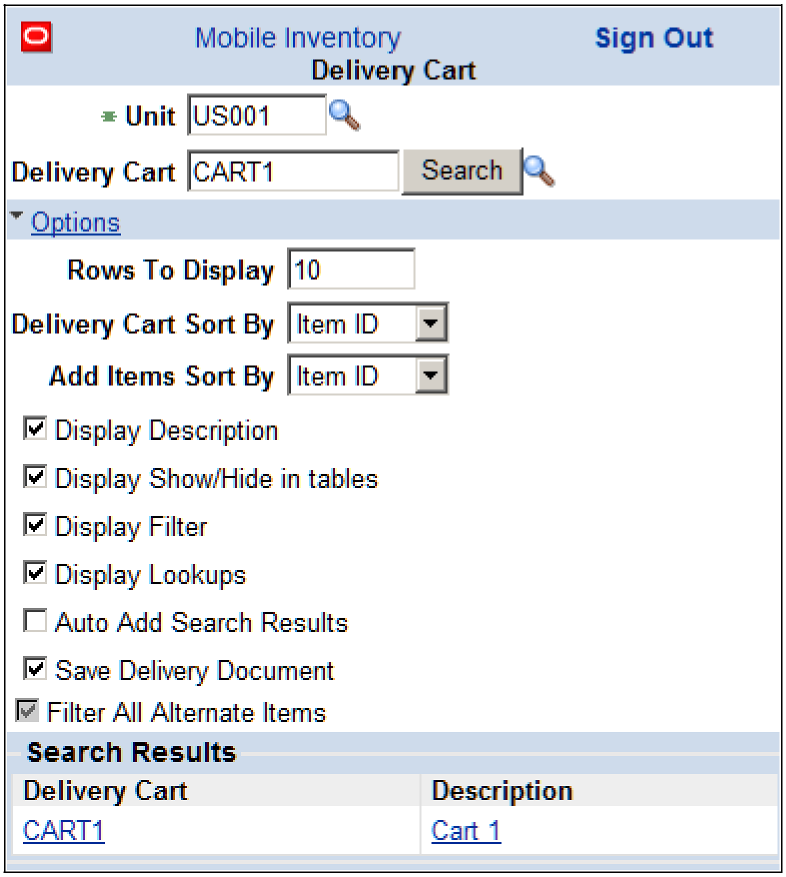
The behavior of the application depends on whether receipt distribution lines exist for the delivery cart:

- If receipts distribution lines exist for the delivery cart, then the mobile application:
  - Displays the Delivery Cart page.
  - Lists all receipt distribution lines that exist and have not been delivered.
- If receipt distribution lines do not exist for the delivery cart, then the mobile application displays the Add Items page.

Delivery Cart	Enter an active delivery cart on which to base the search. Then, tab out of the field or click the Search button to display a list of carts that match your search criteria. If you leave this field blank and click the Search button, then the system returns all delivery carts for the business unit.
Search	Click this button to search for active delivery carts that match the criteria that you enter. The system displays the matching carts. The search is also initiated when you tab out of the Delivery Cart field.

Modifying Delivery Cart Options

Access the Delivery Cart – Options page (Mobile Inventory, Delivery Cart. Click the Options link).



Delivery Cart: Options page

Use this page to change processing and display options for delivery carts. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page and most fields can be changed for this session.

Filter All Alternate Items

Displays the option selected on the Installation Options – Mobile Inventory page or the User Preferences – Mobile Inventory page.

If this option is selected, then the system searches through all possible alternate item identifiers when filtering a table. If an alternate item identifier is entered in the Filter field, then the item ID that matches the alternate is displayed in the table.

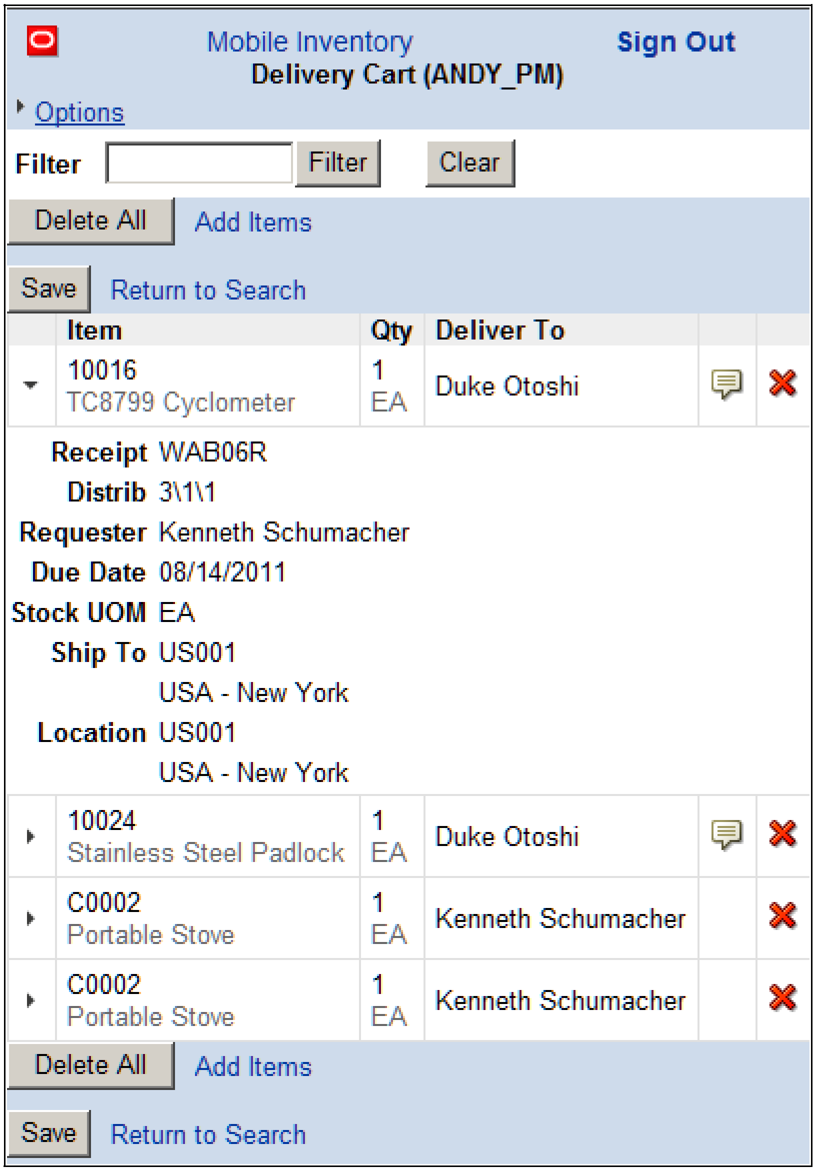
If this option is not selected, then alternate item identifiers cannot be used to filter the table.

For more information about the definition of each field:

See Chapter 6, "Using Mobile Delivery," Establishing Mobile Delivery Installation Options, page 87.

Maintaining Delivery Carts

Access the Delivery Cart page (Mobile Inventory, Delivery Cart).



Delivery Cart page

Use this page to maintain delivery carts such as deleting items from the cart.

This page is displayed after selecting a cart from the Delivery Cart: Search page and receipts distribution lines exist for the delivery cart.

Filter (field) — Enter a value by which to filter items on the cart. You can filter by the Item ID, Manufacturer Item ID, Vendor Item ID, and Delivery To fields. You can enter complete or a partial value. This field is not case sensitive.

Filter (button) — Click to filter the list based on the value entered in the Filter field.

Clear — Click to remove the effects of the filter. Or, you can delete the filtering criteria from the Filter field and tab out of the field.

Comments

Click to view any purchase order or receipt comments associated with the receipt line. Comments exist when the icon appears.

Delete

Click to remove one item from the cart.

Delete All

Click to remove all items from the cart.

Add Items

Click to access the Add Items page where you can add items by delivery document or search for items to add to the cart.

Save

Click to save item modifications to a cart. When item modifications are saved, the system displays a message indicating that the cart is saved. Click the OK button to return to the Delivery Cart: Search page.

After adding items to a cart, you must return to this page and click the Save button to save the items to the cart.

A transaction is written to the delivery transaction history table:

- If items are added to a delivery cart, then the transaction type is *Added to Delivery Cart,* and can be viewed on the Life Cycle Inquiry page.
- If items are removed from a delivery cart, then the transaction type is *Removed from Delivery Cart,* and can be viewed on the Life Cycle Inquiry page.

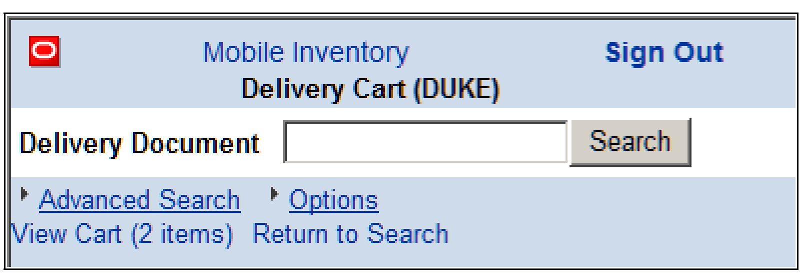
If the Save Delivery Document check box is selected on the Installation Options - Mobile Inventory page, or the User Preferences - Mobile Inventory page. for the task flow, then the Delivery Document field remains populated after items are added to the delivery cart.

Return to Search

Click to access the Delivery Cart: Search page if returning from the cart saved confirmation message, or to access the Delivery Cart: Search Results page if returning from the Delivery Cart page.

Adding Items to a Delivery Cart

Access the Add Items page (Mobile Inventory, Delivery Cart. On the Delivery Cart: Search page, search for and select a cart. If items exist on the cart, click the Add Items link from the Deliver Cart page. If items do not exist on the cart, the system displays the Add Items page).

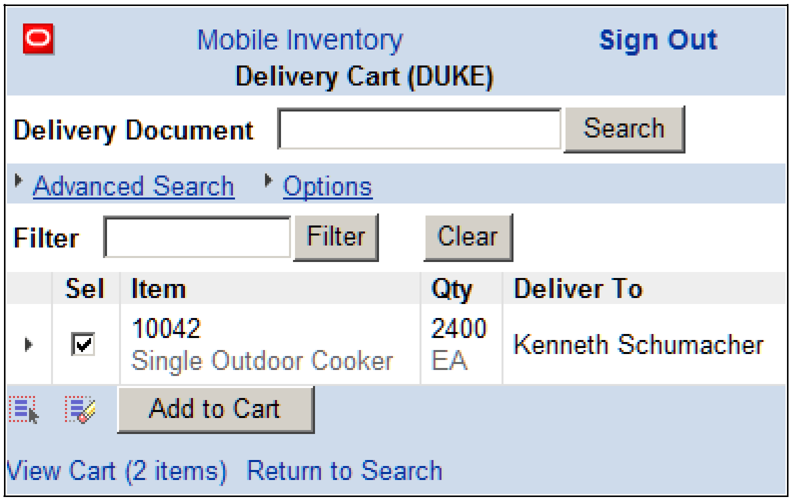


Add Items page (no items selected)

Use this page to search for items to add to a delivery cart.

Delivery Cart	Displays the cart in which you selected from the Delivery Cart: Search page.
Delivery Document	Enter or scan a bar code for a delivery document on which to base the search. Then tab out of the field or click the Search button. The document can be a receipt number, purchase order number, or a pro number such as a tracking number. Receipt or purchase order numbers can be entered without leading zeros. For example, to find receipt number 000000115, you can enter 115. If the Auto Add Search Results check box is selected on the Delivery Cart: Options page, the system adds all receipt distribution lines from receipts that have a status other than *Closed* or *Cancelled*, match the selection criteria, and are not assigned to another delivery cart. If the Save Delivery Document check box is selected on the Installation Options - Mobile Inventory page, or the User Preferences - Mobile Inventory page. for the task flow, then this field remains populated after items are added to the delivery cart.
Advanced Search	Click to enter advanced search criteria for receipt lines. For example, you can define specific item ID's, receipts dates, and requesters. This page works the same as the advanced search feature for Mobile Inventory Deliveries. See Chapter 6, "Using Mobile Delivery," Advanced Search, page 94.
Options	Click to access the Delivery Cart: Options page. See Chapter 6, "Using Mobile Delivery," Modifying Delivery Cart Options, page 117.
View Cart	Select to view items that exist on a cart. The number in parenthesis indicates the number of items that exist on the cart. This link is not displays if no items exist on the cart.
Return to Search	Click to return to the Delivery Cart: Search page, that displays the Search Results.

After you have searched for items to add to a delivery cart, the Add Items page displays the results:



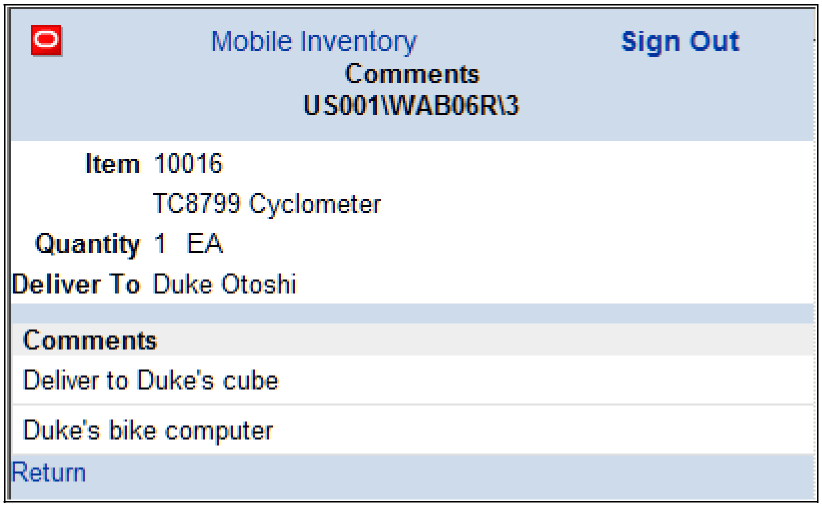
Add Items page (items selected)

Use this page to select the items that you want to add to the cart.

Filter (field)	Enter a value by which to filter receipt distribution lines. You can filter by item ID, manufacturer item ID, vendor item ID, item description, delivery document, deliver to, attention to, or location fields. You can enter a complete or a partial value. The Filter field is not case sensitive.
Filter (button)	Click to filter the list based on the Filter field value.
Clear	Click to remove the effects of the filter. Or, you can delete the filtering criteria from the Filter field and tab out of the field.
Expand (right arrow)	Click to display additional item information.
Collapse (down arrow)	Click to close the additional item information.
Sel (select)	Select to choose an item to add to the delivery. The default value is selected. When you click the Add to Cart button, the system disables the Sel check box.
(select all)	Click to select all of the items in the list. The system adds all selected items to the cart when you click the Add to Cart button.
(deselect all)	Click to deselect all of the items in the list.
Add to Cart	Click this button to add selected items to the cart and update the View Cart link to reflect the number of items on the delivery cart. **Important!** This does not save the items to the cart. To save items to a cart, you must click the View Cart link, which displays the Deliver Cart page. On the Delivery Cart page, you must click the Save button to save the items to the cart.

Viewing Delivery Cart Comments

Access the Comments page (Mobile Inventory, Delivery Cart. From the Delivery Cart or Add Items page, click the Comments icon).



Delivery Cart: Comments page

Use this page to view comments for receipt distribution lines that has:

- Purchase order line comments where the Show at Receipt check box is selected on the PO Line Comments page.
- Receipt line comments.

When you select an item for which to review comments, the system displays the item information, quantities to be delivered, and the name in the Deliver To field.

If a configuration code exists, then the system displays the configuration code instead of the item description.

If the Display Description check box is not selected on the Options page, then the item description is not displayed.

If there is no item ID, then the description is displayed, regardless of the option selected for the Display Description check box.

Click the Return link to navigate to the previous page.

Printing a Delivery Report

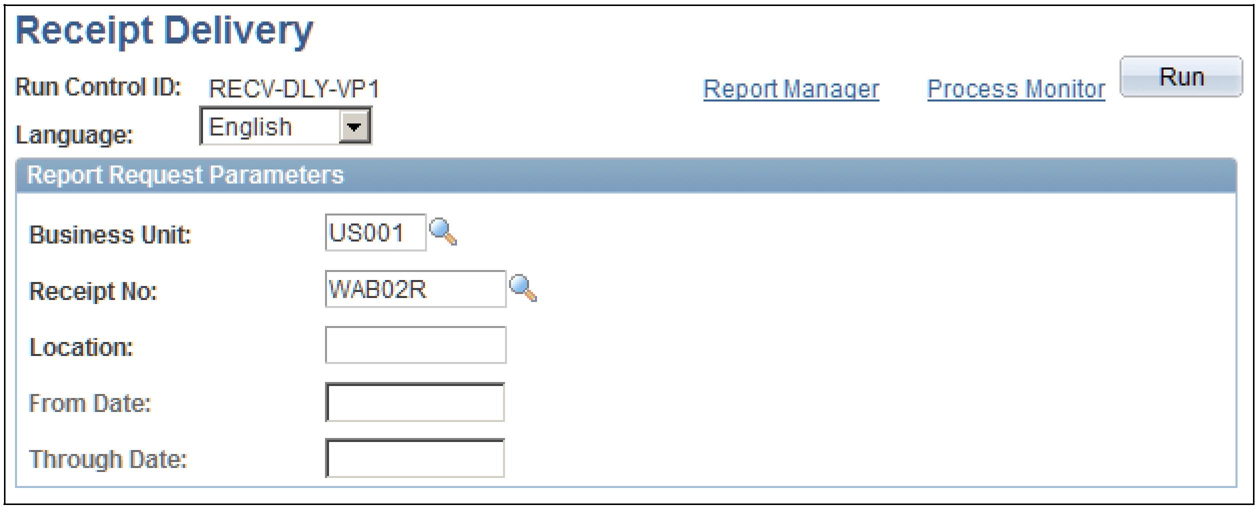
This section discusses how to print a delivery report.

Page Used to Print a Delivery Report

Page Name	*Definition Name*	*Navigation*	*Usage*
Receipt Delivery	RUN_POY5030	Purchasing, Receipts, Reports, Receipt Delivery	Print a delivery report.

Printing a Delivery Report

Access the Receipt Delivery page (Purchasing, Receipts, Reports, Receipt Delivery).



Receipt Delivery page

Use this page to create a Receipt Delivery Detail Report (POX5030 for a Crystal report or POY5030 for a BI Publisher report).

Chapter 7

Counting Par Locations Using a Mobile Device

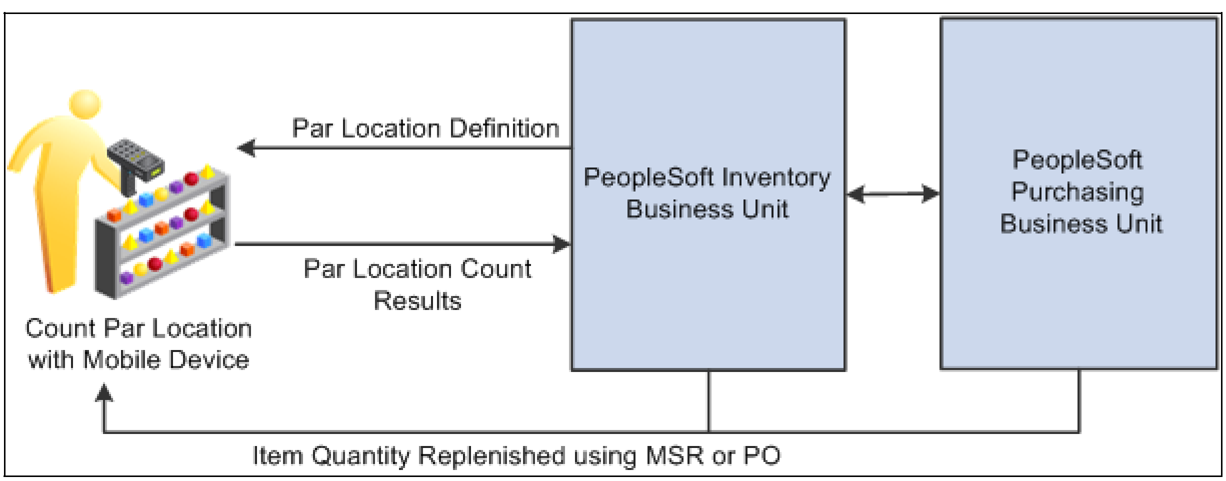
This chapter provides an overview of mobile par location inventory counts using PeopleSoft Mobile Inventory Management and discusses how to:

- Define installation options and user preferences for mobile par location counts.
- Perform par location counts using mobile devices.
- Perform par location ad hoc counts using mobile devices.

Understanding Mobile Par Location Counts

The par location functions in PeopleSoft Inventory enable you to establish stock locations that can be replenished without tracking item on-hand quantities and material movement transactions. The par locations might be stockrooms in a warehouse or on a hospital floor, supply closets, exchange carts, moving carts that contain items, automated point-of-service dispensing machines, or trucks that are equipped with the supplies for handling service calls. You can use mobile devices to conduct periodic inventory counts to determine replenishment needs for each par location.

The following diagram illustrates the par location counting process when using mobile devices and PeopleSoft Mobile Inventory Management:



The process flow for counting the stock in a par location using a mobile device

The sequence of events in the par location count using PeopleSoft Mobile Inventory Management is:

1. The par locations should be defined in the PeopleSoft Inventory business unit including the items in each par location, the optimal quantity for each item, and how each item should be replenished.

2. Use your mobile devices to count the par locations.

   Based on your setup for the par location in PeopleSoft Inventory, you can:

   a. Enter the current item quantity in the par location (count quantity) or enter the quantity needed in the par location (requested quantity).

   b. Count just the items that you choose or those items that are required to be counted.

   c. Accept or adjust an estimated count quantity that can be displayed to save input steps or conduct a blind count by entering each item quantity in a blank field. The default count quantity is calculated by the Calculate Average Usage process in PeopleSoft Inventory.

3. In PeopleSoft Inventory, run the Create Par Replenishment Requests process to generate orders for items that fall below optimal quantity levels. Based on your par location setup, this process replenishes the par locations using material stock requests, requisitions, or purchase orders.

   See *PeopleSoft Inventory 9.1 PeopleBook*, "Managing Par Inventory."

PeopleSoft Mobile Inventory provides two separate task flows to enter count quantities for par locations as shown in the next example:

Par Count task flows

Par count task flows include:

- The Par Count task flow that enforces the Count Required check box for each item within the par location. If it is necessary to count all required items in the par location, then use the Par Count task flow. The Count Required check box is defined for each item on the Define Par Location - Line page in PeopleSoft Inventory (Inventory, Replenish Par Locations, Define Par Location, Line). If the Count Required check box is selected, then you must enter a value in the Qty field for this item or an error occurs when you save this page.

- The Par Count Ad Hoc task flow that does not use the Count Required check box. It is used only for informational purposes. The Par Count Ad Hoc task flow enables you to count one or more items within a par location without counting all required items in the location.

Both task flows options display the same input screen.

To count par locations using the Par Count page and a mobile device:

1. On the PeopleSoft Mobile Inventory main menu, select the Par Count task flow or the Par Count Ad Hoc task flow.

2. On the Par Count page or the Par Count Ad Hoc, verify the Unit field is the correct inventory business unit.
3. Scan or enter the par location in the Location field.
4. Click the Fetch button or tab out of the Location field.
5. Enter the item quantities in the Qty column.
6. Click the Save button.

Additional Fields Available for Mobile Par Location Counts

The following fields from the PeopleSoft Inventory system can be displayed on the par count pages on the mobile device if you customize your display. The fields are shown with the pages on which they appear in the PeopleSoft system and are provided through the web service.

- The par location group defined on the par location (Define Par Location - Header page).
- The item's count order and optimal quantity within the par location (Define Par Location - Line page).
- The compartment ID where the item is located within the par location (Define Par Location - Line page).
- The item's average usage within the par location (Define Par Location - Line Details page).
- The count status of the par location count ID (the header level of the Count Par Location Levels page).
- The Sufficient Stock,Last User ID, and Last Changed fields of the par location count ID (the line level of the Count Par Location Levels page).

Defining Installation Options and User Preferences for Mobile Par Location Counts

Within PeopleSoft Inventory, you define parameters to determine how PeopleSoft Mobile Inventory Management performs on mobile devices. These parameters include settings and default values defined at an installation level and a user ID level. The following PeopleSoft pages are used to define parameters for the par counts on a mobile device.

This section discusses how to:

- Define installation options for par counts.
- Define user preferences for par counts.

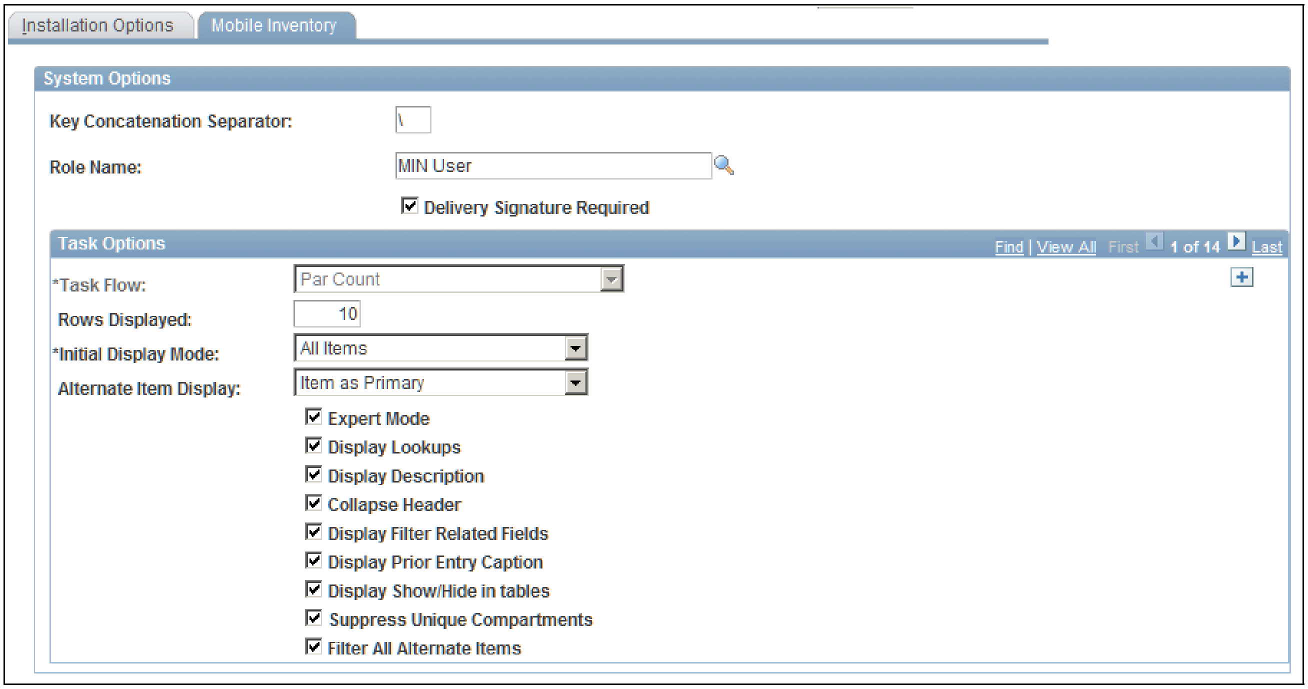
Pages Used to Define Installation Options and User Preferences for Mobile Par Location Counts

Page Name	***Definition Name***	***Navigation***	***Usage***
Setup Component Interfaces	MIN_CMPINTFC	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Component Interfaces	Define the component interface for the Par Count mobile page and the Par Count Ad Hoc mobile page. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
Setup Mobile Services	MIN_SERVICES	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Mobile Services	Identify and setup the PeopleSoft Integration Broker services to be used with the Par Count mobile page and the Par Count Ad Hoc mobile page. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
Installation Options – Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain. Install, Installation Options, Mobile Inventory, and select the Par Count task flow	At the system level, define options to determine what features are available on the mobile devices and how the mobile page should appear. For the par count pages, use the value of *Par Count* in the Task Flow field.
User Preferences – Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Mobile Inventory, and select the *Par Count* task flow	For the individual user, define options to determine what features are available on the mobile devices and how the mobile page should appear. This page is optional; the Mobile Inventory Installation page is used when a user ID does not have this page defined or when the Use Installation Values check box is selected.

Page Name	***Definition Name***	***Navigation***	***Usage***
Define User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences	Create par locations to be used by the Par Count page in PeopleSoft Mobile Inventory Management. In addition, this page defines the default value for the Default Quantity Option (count quantity or request quantity) in the Options table of the mobile Par Count page.
Define Par Location - Header	CART_HEADER_INV	Inventory, Replenish Par Locations, Define Par Location	Create par locations to be used by the Par Count page in PeopleSoft Mobile Inventory Management. In addition, this page defines the default value for the Default Quantity Option (count quantity or request quantity) in the Options table of the mobile Par Count page.
Define Par Location - Line	CART_REPLEN_OPT	Inventory, Replenish Par Locations, Define Par Location, Line	Identify each item located in a par location. Settings for each item that are displayed in the mobile device include unit of measure and the Count Required check box. The Count Required check box is not used in the Par Count Ad Hoc task flow.
Define Par Location - Line Details	CART_TEMPLATE_INV	Inventory, Replenish Par Locations, Define Par Location, Line Details	Displays the average usage quantity for each item in the par location. This value can be displayed in the Par Count page and the Par Count by Item page.
Calculate Average Usage	CART_USAGE_REQ_INV	Inventory, Replenish Par Locations, Calculate Average Usage	This process calculates the average usage for items in a par location. The average usage quantity can be displayed on the mobile device by default or by clicking the Use Average button on the Par Count page.

Defining Mobile Inventory Management Installation Options for Par Counts

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory, and select the Par Count task flow).



Installation Options - Mobile Inventory page for the Par Count task flow

The installation options defined on this page apply to the Par Count and Par Count Ad Hoc task flows. If needed, you can change these default settings on the mobile device.

Task Flow	Identifies the Mobile Inventory Management task flow that uses the settings on this page. Enter the value of *Par Count* to define installation-level options for the Par Count and Par Count Ad Hoc pages for mobile devices
Rows Displayed	Enter the maximum number of items to display on the Par Count page. You can scroll through additional rows of data on Par Count pages by using the Next link.
Initial Display Mode	Select to define the initial display setting for par count pages. Initial display values include: • *All Items:* Select to initially display par count pages with all items in the search. You can then scroll the list using the Next and Previous buttons. • *Single Item:* Select to initially display par count pages with a single item.

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: Alternate Only, Alternate as Primary, Item Only, and Item as Primary.

For more information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Expert Mode

Select to enable users to have quick access to data and quicker data entry. By not displaying certain fields, the system has to perform minimal page updates resulting in faster processing.

Values that are not displayed when entering item data include the item description, unit of measure, search prompts for items and compartments. The system does not verify the item and compartment until you click the Count button. The purpose of this mode is to enable you quick data entry with minimal page updates.

Display Lookups

Select to display the Lookup icon for the Business Unit and Location fields on the Par Count and Par Count Ad Hoc mobile pages. The Lookup icon enables you to view a list of values and select one.

Display Description

Select to display the item descriptions on par count and par count ad hoc pages on a mobile device.

Collapse Header

Select to indicate that the header should be collapsed after you fetch the initial values. The header is initially expanded on the Par Count and Par Count Ad Hoc pages.

Display Filter Related Fields

Select this check box to display the Filter field and Filter button on the Par Count and Par Count Ad Hoc pages. Deselect this check box to remove the filter functionality from the pages.

Display Prior Entry Caption

Select to display your last count transaction in the Prior Entry box at the bottom of the mobile count page.

Display Show/Hide in tables

Select to display the Show and Hide links for par count pages. The options make it possible for you to expand and collapse extra line information in count pages.

Suppress Unique Compartments

Select to remove the Compartment field from the page in this specific circumstance when all items in a location appear in only one compartment each, including a blank compartment, there is not a need to prompt for a compartment on the Item Entry page.

Filter All Alternate Items

Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table.

Deselect to indicate that the system should not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.

Defining Mobile Inventory Management User Preferences for Par Counts

Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences. Mobile Inventory, and select the Par Count task flow).

Use this page to establish individual user preferences for display options on the Par Count and Par Count Ad Hoc mobile pages. The values you define are applied to mobile pages for the specified user and override installation options settings.

Note. You do not have to add a task flow using this page as long as the flow is defined for installation options.

The values on this page are the same as those on the installation options page. Select the Use Installation Values check box to apply the values from the Installation Options – Mobile Inventory page for the Par Count task flow. When you click the check box, the display options on this page are no longer available.

See Also

Chapter 7, "Counting Par Locations Using a Mobile Device," Defining Mobile Inventory Management Installation Options for Par Counts, page 130

Performing Par Location Counts Using Mobile Devices

This section discusses how to:

- Enter Par Count page information and define page options.
- Enter item counts for a par location.
- Enter a count for a single item.

Pages Used to Perform Par Location Counts Using Mobile Devices

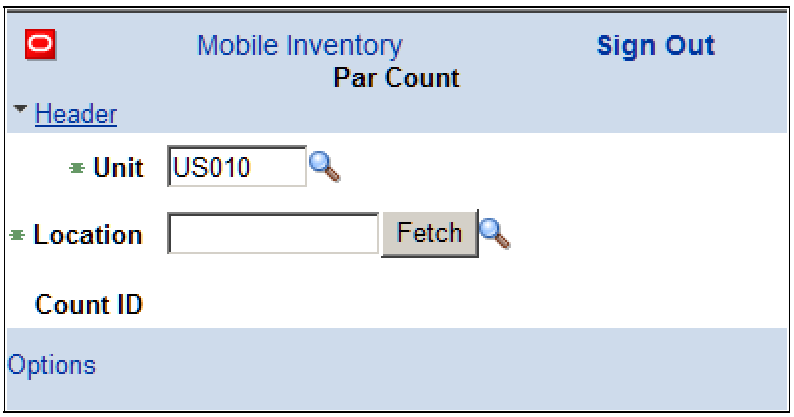
Use these page to perform par location counts.

Page Name	***Navigation***	***Usage***
Par Count	Mobile Inventory, Par Count	Enter Par Count page information and define page options.

Page Name	***Navigation***	***Usage***
Par Count - Item Entry	• Mobile Inventory, Par Count, enter the par location, and click the Fetch button • Click the Enter Items link on the Par Count page.	• Enter item counts for a par location. **Note.** This page appears automatically when the Display All option is selected. • Enter a count for a single item

Entering Par Count Page Information and Defining Page Options

Access the Par Count page (Mobile Inventory, Par Count).



Par Count page

Use your mobile device to count par locations within a PeopleSoft Inventory business unit.

Header Click to collapse and expand header details.

Unit Displays the PeopleSoft Inventory business unit where the item stock is located. A default value displays in this field based on your user login ID. This is a required field.

Location Scan or enter the PeopleSoft Inventory par location. This is a required field.

Fetch Click to initiate a search for the business unit and par location combination. The results are displayed below in the Details table.

The fetch is also initiated when you tab out of the Location field.

Lookup icon Click the Lookup icon to access the Lookup page where you can search for field values. On the Par Count page, the Lookup icon enables you to search for business units and par locations.

Count ID

Displays the par count ID. The system populates the field when you enter a location and click the Fetch button.

For more information about the field:

See Chapter 7, "Counting Par Locations Using a Mobile Device," Entering Item Counts for a Par Location, page 137.

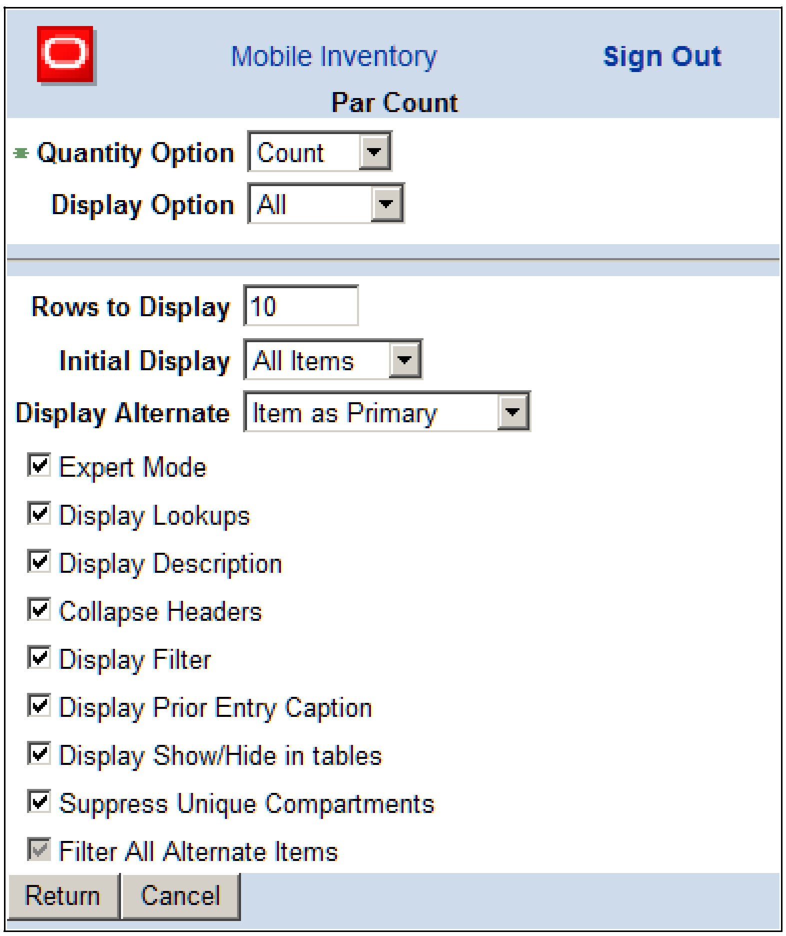
Options

Click to view display and processing options for par count pages. You can click the Options link at any time to update optional settings, regardless of the transaction you are performing.

After updating the options, and clicking the Return button, the system navigates to the page from which you selected the Options link.

Options

Access the Par Count – Options page (click the Options link on the Par Count page).



Par Count - Options page

Use this page to change processing and display options for par counts. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

Note. Selections that you make on the Options page are immediately applied when you access the Par Count Item Entry or Display All pages. When you navigate away from a Par Count page and return to the page, the system replaces the setting with the option settings defined in the PeopleSoft system-defined settings.

Quantity Option

Identify the item quantity that you will enter for this par location. The default value for this field comes from the Define Par Location - Header page in the PeopleSoft Inventory system: (Inventory, Replenish Par Locations, Define Par Location, Header).

You can change the option using this field. Field values are:

- *Count:* Enter the current item quantity in the par location
- *Request:* Enter the quantity needed in the par location to meet the optimal quantity for this item.

Display Option

Select a display option to limit or expand the number of items viewed in the Options table.

The options are:

- *All:* Display all items that are stored in the par location.
- *Included:* Display only items that are included in the current count ID.
- *Excluded:* Display only items in the location that are not yet included in the current count ID.

Rows to Display

Displays the number of rows the system will display when you select to display all items. This value is set using PeopleSoft system installation options and user preferences.

Initial Display

Indicates whether a single item will be displayed or all items will be displayed when you complete a search.

Values include:

- *All Items:* Select to initially display par count pages with all items in the search. You can then scroll the list using the Next and Previous buttons.
- *Single Item:* Select to display par count pages with a single item.

Display Alternate

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified. Options include: *Alternate Only,Alternate as Primary, Item Only,* and *Item as Primary.*

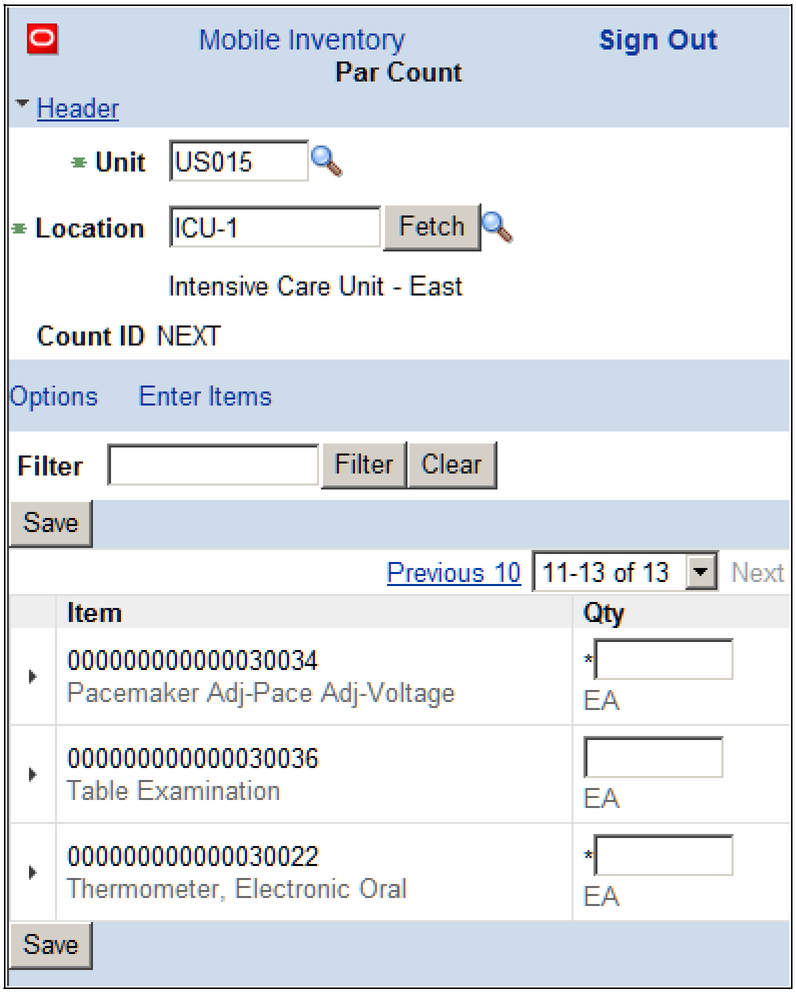
For more information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Expert Mode	Select to have quick access to data and quicker data entry. By not displaying certain fields, the system has to perform minimal page updates resulting in faster processing. Values that are not displayed when entering item data include the item description, unit of measure, search prompts for items and compartments.
Display Lookups	Select to display the Lookup icon for the Business Unit and Location fields on the mobile Par Count page. The Lookup icon enables you to view a list of values and select one.
Display Description	Select to display the item descriptions on par count pages.
Collapse Headers	Select to indicate that the header should be collapsed after you fetch the initial values. The header is initially expanded on the Par Count page, but you can change the setting.
Display Filter	Indicates whether the Filter field and Filter button appear on the Par Count page. Deselect this check box to remove the filter functionality from the page.
Display Prior Entry Caption	Select or deselect this check box to indicate whether to display the last updated transaction for this par count page.
Display Show/Hide in tables	Select to display the Show and Hide links for par count pages. The options make it possible for you to expand and collapse additional line information in count pages. Depending on the mobile device and its settings, the Show and Hide value can appear as an Expand icon (right arrow) or Collapse icon (down arrow).
Suppress Unique Compartments	Select this check box to remove the Cpmt (compartment) field from the page in the specific circumstance when all items in a location appear in only one compartment each, including a blank compartment. There will not be a need to prompt for a compartment on the Item Entry page.
Filter All Alternate Items	Displays the option selected on the Installation Options - Mobile Inventory page or the User Preferences - Mobile Inventory page. If this option is selected, then the system searches through all possible alternate item identifiers when filtering a table. If an alternate item identifier is entered in the Filter field, then the item ID that matches the alternate is displayed in the table. If this option is not selected, then alternate item identifiers cannot be used to filter the table.
Return	Click to return to the Par Count page to continue with the transaction or search that you were performing when you accessed the Options table. The selections that you make are applied immediately to the page that you are using.
Cancel	Click to cancel the page. The system returns to the Par Count page and does not record any of the selections that you made.

Entering Item Counts for a Par Location

Access the Par Count - Display All page (Mobile Inventory, Par Count).



Par Count - Display All page

Use the Par Count – Display All page to count multiple items for a par location count.

Note. You can use the Display All page or Item Entry page to perform par counts. The page that you access depends on whether you select to display a single item or all items in the Detail Display check box for par count options. When you are working with multiple items, the Enter Items link is available. When you are working with a single item, the Display All link is available.

The items are automatically selected for counting when you are creating a new count ID; however, you can select to not include the item in the count. After entering a count location and clicking the Fetch button, you can begin the count transaction.

Expand icon

Click to expand the business unit and location value for additional information. The header information is displayed in this format as an example: (US015 \ COR - 1.)

After you click the Expand icon, the Header value appears with the Collapse icon (down arrow).

Note. When you initially access the page, the header is expanded. If you selected the Collapse Headers check box for Ad Hoc options, the header will collapse after you fetch a business unit and location. The Expand icon then becomes available for use.

Collapse icon

Click to collapse the header. You can also click the Header link to collapse the additional header information.

Header

Click to collapse the business unit and location information. You can use fields within the header to define and perform searches for another par location

Unit

Displays the PeopleSoft Inventory business unit entered on the Par Count page. This field is located in the expanded header.

Location

Displays the par location entered on the Par Count page. A description of the location appears below the location if you have selected to display the description. This field is located in the expanded header.

Count ID

Displays the par count ID. The system populates the field when you enter a location and click the Fetch button. This field is located in the expanded header.

The field indicates if the system is creating a new count or updating an existing count. When the value of the Count ID field is *NEXT*, then a new count is created when you click the Save button on this page.

If a count ID exists in this field, then an existing count file has already been created by entries saved within the Mobile Inventory Management pages or by the Create Par Location File process in the PeopleSoft Inventory system.

Options

Click to make changes to the Par Count page display options. After updating the options, you can return to this page.

Enter Items

Click the to access the Par Count – Item Entry page where you can enter the count quantity for an individual item within the par location. This page helps facilitate the entry of a large number of items within a par location.

Note. The Display All link appears instead of the Enter Items link when you select to enter a single item to the par location count.

See Chapter 7, "Counting Par Locations Using a Mobile Device," Entering a Count for a Single Item, page 141.

Filter (field and button)

Use the Filter feature to limit your existing search results (items in the group box below) to rows that meet your criteria. This feature reduces the original search results to a smaller number of rows so that you can focus on an area of interest.

The filter options are available if you selected the Display Filters check box as an option.

Use the Filter field to enter a value to compare to the existing search results. Filter criteria includes item ID, item description, unit of measure, compartment ID, manufacturer ID, and manufacturer item ID.

Click the Filter button to apply your filter value to the existing search results and display only the rows that match your filter. The filter feature is also initiated when you tab out of the Filter field. For example, if you enter compartment A5, then the search results are reduced to display only the items located in compartment A5 of the par location.

If the Filter All Alternate Items check box is selected on the Options page, then the system also uses the alternate item identifier as search criteria. The item ID that is associated with the alternate item provided determines the rows that appear in the table.

Note. The Filter feature is applied to the existing fetch results and does not perform another search on data in the PeopleSoft Inventory system.

Note. After a filter has been applied, any future actions are performed on the filtered results not the original search results. For example, if you use the filter to reduce the search population from 10 rows to 7 rows and then the Use Average button, only 7 rows are populated with the average count.

Clear

Click to restore your original search results after applying a filter. This button removes the filter and displays all search rows.

In some cases, there might be reduced number of rows displayed due to an error condition, such as the display of count required items. When you click the Clear button, the system returns all rows to the display.

Note. The Clear button does not perform another search on data.

Save

Click to save your entries on this page. If there is not a value in the Count ID field, then when you save this page, the system creates a new ID.

Note. Depending on the number of count items on the page, the Save button might only appear at the bottom of this page.

If you have to scroll down the page, another Save button appears for your convenience. The lower Save button performs the same as this button.

When you save a count, counts for the items that have been included in the count are updated in the PeopleSoft Inventory system.

The system sets all items in a par location count to be included in the count. When you click Save, and you have not counted an item, the system provides you a list of uncounted items.

Any count required items that do not have a quantity associated with them and do not have not have Include check box selected will cause an error. You can enter a zero (0) quantity for the count. You must enter quantities for listed items before you can save the transaction. The Par Count Ad Hoc task flow does not have this requirement.

Expand Collapse

Click to show or hide additional count information about the item row. This is the item within the par location.

Use the fields in this group box to scan or enter data about one item within the par location. Additional information and selections include:

- Include check box: Select this check box to include this item in the count. You can include as many items as needed. The initial setting for the field is selected. You can deselect the Include check box and the system will not include the item in the count when you click the Save button.

  If an item is set to Count Required, then the Include check box must be set or an error appears when you save the count. Basically, the Count Required check box ensures that an item is included in the count.

- The Cpmt (compartment ID) within the par location where the item is stored. This is a display only description.

- The manufacturer ID and manufacturer item ID.

- Count Required check box: If this check box is selected, then you must enter a value in the Qty field for this item or an error occurs when you save this page. Zero is an acceptable value in the Qty field.

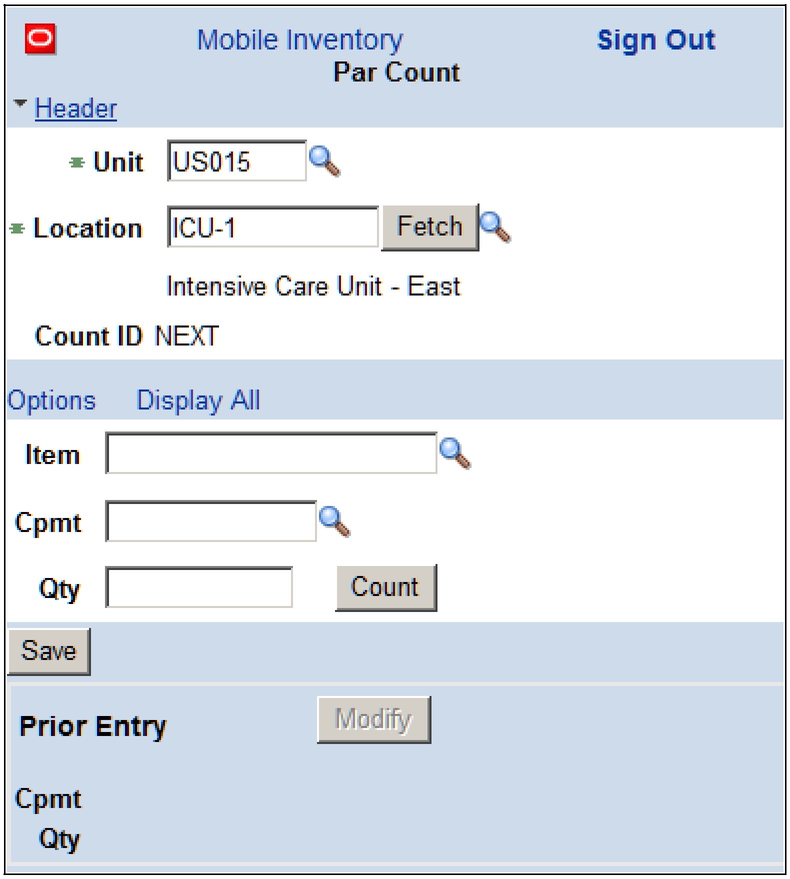
  The Count Required check box defaults from the Define Par Location - Line page in PeopleSoft Inventory (Inventory, Replenish Par Locations, Define Par Location, Line). The check box cannot be changed on this page.

  Note. The Count Required check box is not enforced when you use the Par Count Ad Hoc menu, enabling you to count single items without counting all required items.

Item	Displays the PeopleSoft Inventory item ID and item description. To remove the item description, select the Options link and deselect the Display Descriptions check box.
Qty (quantity)	Enter or review the quantity for this item within the par location. The unit of measure for the item quantity is displayed below this field. This is a required field. Based on your entry in the Quantity Option field, the Qty field displays the current item quantity in the par location (count quantity) or the quantity needed in the par location to meet the optimal quantity for this item (requested quantity). If the count quantity is used, then this field can be populated with the average par location count calculated by the Calculate Average Usage process in PeopleSoft Inventory. This saves input time by reducing the number of items that require an entry on the mobile device. **Note.** The item's unit of measure appears next to the Qty field.

Entering a Count for a Single Item

Access the Par Count - Item Entry page (click the Enter Items link on the Par Count page)



Par Count - Item page

You use the Par Count - Item Entry page to add individual items and counts to a par location count. The page enables you to scan or enter the par location count data using one item at a time. This method is useful when you have a large number of items within the par location and the Par Count page would require you to scroll through many items to find the one you are currently counting.

Also the page enables you to scan the item ID, enter the item quantity, click the Count button, and then move on to the next item. This method requires no searching through lists of items within the par location. Fields and links on this page are similar to those on the Par Count - Display All page.

To count par locations using the Par Count - Item Entry page:

1. On the Par Count page, verify the Unit field is the correct inventory business unit.
2. Scan or enter the par location in the Location field.
3. Click the Fetch button.
4. Scan or enter the item ID.
5. Enter or review the quantity for this item within the par location.
6. Click the Count button.
7. Scan or enter the next item and repeat the above steps until all items are counted.
8. When all items have been entered, click the Save button.

Display All	Click the Display All link to return to the Par Count page where you can view and maintain count information for multiple items within the par location.
Item	Scan or enter the PeopleSoft Inventory item ID to be counted. You can use the Lookup icon to locate items that are available in the count ID for this location. After you enter the item, the system displays the item description, count information, and the Count button. After entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.
Qty (quantity)	Enter or review the quantity for this item within the par location. Based on your entry in the Quantity Option field on the Par Count page, the Qty field displays the current item quantity in the par location (count quantity) or the quantity needed in the par location to meet the optimal quantity for this item (requested quantity). If the count quantity is used, then this field can be populated with the average par location count calculated by the Calculate Average Usage process in PeopleSoft Inventory. This saves input time by reducing the number of items that require an entry on the mobile device.
Count	Click to complete the entry of an item count. The item information is moved to the Prior Entry table and the Item Information table is available to enter another item's quantity. The system automatically activates the Count button. After you enter the count and tab out of the field, the system automatically performs the count. You do not have to click the button.
Save	Click the Save button to save your entries on this page. If there is not a count ID, then saving this page creates a new ID. When you click the Save button, the system saves the count ID in the PeopleSoft Inventory system.
Prior Entry	Displays the last item that was counted. As you count more items, the system updates this section with the last counted item. You can define whether the Prior Entry table appears using the Options link and deselecting the Display Prior Entry Caption check box.
Modify (within the Prior Entry group box)	Click the Modify button to change information about the last count displayed in the Prior Entry group box.

Performing Par Location Ad Hoc Counts on Mobile Devices

This section discusses how to perform par location ad hoc counts.

Note. The transactions, fields, and values on the par count ad hoc count pages are similar to the ones for par count pages.

You use the Par Count Ad Hoc pages the same as the Par Count pages to perform par location count transactions. The Par Count Ad Hoc menu option does not adhere to the rule provided by the Count Required check box for the Par Count page. This enables you to count a single item in a location even though multiple items might be required. Ad hoc counts also make it possible for an administrator to force one user to count certain items while another user may not be required to do so.

See Also

Chapter 7, "Counting Par Locations Using a Mobile Device," Performing Par Location Counts Using Mobile Devices, page 132

Chapter 8

Counting Inventory Stock Using Mobile Devices

This chapter provides an overview of counting stock in PeopleSoft Inventory using mobile devices and discusses how to:

- Define installation options and user preferences for Mobile Inventory Management counts.
- Set up inventory stock counts in PeopleSoft Inventory.
- Perform guided counts in PeopleSoft Mobile Inventory Management.
- Perform counts by location in PeopleSoft Mobile Inventory Management.
- Perform counts by item in PeopleSoft Mobile Inventory Management.
- Perform manual counts in PeopleSoft Mobile Inventory Management.

Understanding Inventory Stock Counts Using Mobile Devices

Counting inventory stock within a location is a common use for mobile devices. Inventory stock is item stock that is currently recorded in a PeopleSoft Inventory business unit. Counting items can involve counting an entire business unit (such as a warehouse) or a section of a business unit (such as a stockroom on a hospital floor).

After the stock count quantities are recorded, PeopleSoft Inventory can produce a reconciliation report showing the differences between the counted item quantities and the item quantities currently recorded in the inventory business unit. After you have analyzed your count results, you can recount items as needed. When an inventory count is complete, you can run the Stock Quantity Update process in PeopleSoft Inventory to adjust your item quantities within the business unit to match your count results.

To count inventory stock, you must start in PeopleSoft Inventory by defining and creating a counting event. A counting event is a selection of items to be counted based on your criteria. A counting event is identified by a counting event ID.

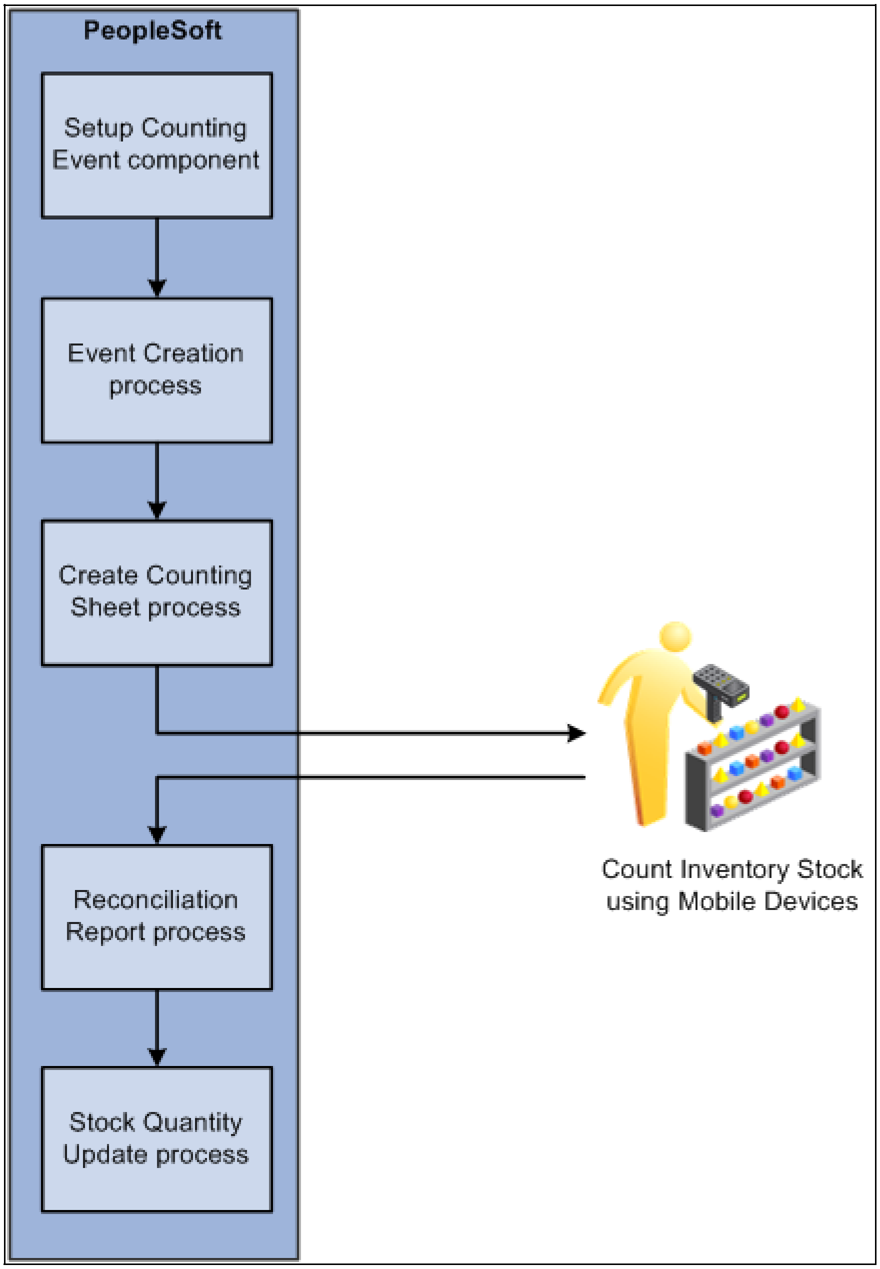
Using the PeopleSoft Inventory, you can perform two different types of counting events:

- A physical inventory count performs a stock count of the entire PeopleSoft Inventory business unit. You must prohibit material movement for the business unit before performing this type of count.
- A cycle count performs a stock count on a portion of the PeopleSoft Inventory business unit. Cycle counts can be created to count selected material storage locations, items, item families, and other options.

When counting inventory stock you have a number of options, including:

- Using blind counts. A blind count does not display the current quantity of the item within the location. A blind count forces the user to count each item quantity rather than assume the displayed quantity is correct. In contrast, a non-blind count displays the expected item quantity and the user only needs to override it for discrepancies discovered during the counting process.
- Not displaying zero-quantity items. Eliminating zero-quantity records from the count excludes material storage locations identified by the system as empty.
- Breaking up a count into groups. Counting groups enable multiple users to count different locations or items within the same counting event. One counting event can be broken up into multiple counting groups.

The following diagram illustrates the inventory stock counting process when using mobile devices and PeopleSoft Mobile Inventory Management:



The inventory stock counting process with PeopleSoft Mobile Inventory Management

Using Mobile Inventory Management, you can count inventory using four types of mobile counts. These counts include:

- Guided count
- Count by location
- Count by item
- Manual count

These counts are described in the next sections.

Guided Counts

Using the Guided Count application, the system provides you a list of items and locations to be counted. You use the list to count each item in the order they are given. You can perform physical inventory counts or cycle counts using a system-define (guided) count.

You can choose a counting event and group ID to perform from a list of business units that have a count header status of Open. The system enables you to file locations and items based on the item's status, sort location and items, view additional item information, and use default values defined in the PeopleSoft Inventory system.

Other guided count features enable you to:

- Enter a count quantity for an item ID, storage location and unit of measure, container, lot ID, serial ID, and count unit of measure.
- View errors from PeopleSoft on the mobile device.
- Default the count item status based on whether the counting event is blind or non-blind, and the ability to override the count item status.
- Display or hide expected count quantity, based on whether the counting event is blind or non-blind.

Count by Location

You use the Count by Location feature to count items based on their locations and send the count information back to the PeopleSoft Inventory system. The system provides a unique list of locations that exist in the count, and you then manually enter the items for a given location and their counts. Counting by location is a mixed approach between a guided count and a manual count. You are guided through the locations to be counted, and then for each location you perform a manual count.

If an item is serial controlled, part of the counting event and pre-load serials are selected, then the serials are loaded when that item is selected.

This application can be used to perform either a physical inventory count or a cycle count, depending on how the selected counting event ID was defined. The count is recorded in the COUNT_INV table.

Count by Item

You use the Count by Item feature to count items and send the information back to the PeopleSoft Inventory system. The system provides a unique list of items that exist in the count, and you then manually enter the locations and their counts for each item. Counting by item is a mixed approach between a guided count and a manual count. You are guided through the items to be counted, and then for each item, you perform a manual count. The count is recorded in the COUNT_INV table.

Manual Count

Use the Manual Count feature to manually count items at a location and send the information back to the PeopleSoft Inventory system. The transaction is recorded in the COUNT_INV_INF table. Using manual counts, you can select the business unit in which to perform the count. You can enter count quantities for an item ID, storage location and unit of measure, container, lot ID, serial ID, and count unit of. You can save the counting data at any time during the mobile transaction.

Note. Using the Mobile Count application, you can count zero quantities; whereas, with other count applications, the system displays an error for zero count quantities.

Inventory Count Process

The sequence of events in the inventory stock counting process using PeopleSoft Mobile Inventory Management is:

1. Define the parameters for your counting event using the Setup Counting Event component in PeopleSoft Inventory. These parameters are defined at the business unit level and are used when the system creates the next counting event. In this component you define the parameters for:

    a. Creating a physical inventory count or a cycle count.

    b. Creating a blind count or a non-blind count.

    c. Displaying or excluding zero-quantity items.

    d. Defining the tolerance settings of the reconciliation report.

    e. For a cycle count, determining what subsection of the business unit should be selected for counting.

        This can be done by a number of options including; certain material storage locations, specific items or item families, items with a negative balance, or items that are due to be counted.

2. Create the counting event by running the Event Creation process in PeopleSoft Inventory.

    A unique counting event ID is assigned to the counting event which includes a header and a list of the items being counted. The item information includes material storage location, lot ID, serial ID, container ID, quantity, and unit of measure (UOM). When using PeopleSoft Mobile Inventory Management to count inventory stock, the counting event is a system-defined count that obtains the item information from the PHYSICAL_INV record.

3. Run the Create Counting Sheet process to sort the counting event by item or material storage location.

    You can also use this process to break the counting event into counting groups to enable multiple users to count different sections of the same counting event.

4. Use mobile devices to count inventory items.

5. Run the Physical Accounting Reconciliation report to detect any recovery or shrinkage and to determine whether you need to correct any mistakes.

6. When you are satisfied with the count, run the Stock Quantity Update process to update PeopleSoft Inventory with the count data.

Common Elements Used in This Chapter

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: *Alternate Only*,*Alternate as Primary*,*Item Only*, and *Item as Primary*.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

All Item Filter

Select a value to define how you want the mobile device to display items.

Values include:

- *Display All:* Select to include all items in a filtered search.
- *Display Counted Only:* Select to display only those items that have been counted when you perform a filtered search for items.
- *Display Uncounted Only:* Select to display only those items that have not been counted when you perform a filtered search.

Count Status to Include

Use this section to define which count statuses will be included in the mobile count pages. The system provides these values as default values on mobile devices. You can override the default values using a mobile device.

Count statuses include:

- *New:* Select to return the detail lines in a non-blind, system-defined counting event for which you have not run the Counting Sheet process.
- *Counting:* Select to return the detail lines in a blind system-defined counting event.
- *Quantity Entered – Hold:* Select to return counting event detail lines with statuses that you changed manually on the Item Counts page to prevent the Stock Quantity Update process from updating the stock quantity of an item.
- *Ready to Update Stock Quantity:* Select to return counting event detail lines with quantities that are to be used to update the system tables when you run the Stock Quantity Update process.

Count UOM Enabled (count unit of measure enabled)

Select to set mobile device pages to enable an item's count unit of measure. You can change the value using the Options link on Inventory Count pages

Delivery Signature Required

Select to indicate that the mobile application requires a signature of the person receiving a delivery. When this option is selected, the Perform Delivery page requires a signature prior to saving the page.

See Chapter 6, "Using Mobile Delivery," Adding a Signature to a Delivery, page 106.

Display Description	Select to display the item descriptions on the count pages on the mobile device.
Display Filter Related Fields	Select to display the Filter field and Filter button on the Mobile Inventory Management count pages. Deselect the check box to remove the filter functionality from the pages.
Display Prior Entry Caption	Select to display the last item counted for the current mobile count page. When selected, the system displays the Last Item Counted table. When you count an item, the table is updated with that item. The table displays one item at a time. As you add to the count, only the most recent item appears
Display Lookups	Select to display the Lookup icon for the business unit and item fields at the top of Mobile Inventory count page on the mobile device. The Lookup icon enables you to view a list of options and select one.
Display Show/Hide in tables	Select to display the Show and Hide menu options in count item lists for Mobile Count pages. The options make it possible for you to expand and collapse item description sections in count pages.
Filter All Alternate Items	Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table. Deselect to indicate that only the item ID is to be used for filtering, which also improves system performance.
Group	A distinct set of event detail line items. You can divide a counting event into groups in the PeopleSoft system so that multiple users can simultaneously update the same counting event using the Mobile Inventory Management count applications. You can divide the event based on item IDs or storage locations using a certain number of groups or a certain number of items or locations for each group.
Group by	Select how you want to group items on the mobile device. This will group like items and locations on the display all page. The groups are displayed in the page navigation. The Group by field is not enabled for counts by location and counts by item Values include: • *Group by Item:* Select to sort groups by item. • *Group by Location:* Select to sort groups by location. • *No Grouping:* Select to not sort groups.

Initial Display Mode	Select to define the initial display setting for mobile count pages. The system provides these values as default values on mobile devices. You can override the default values using a mobile device. This value is only applicable to guided counts. Initial display values include: • *Single Item:* Select to initially display count pages with a single item. • *All Items:* Select to initially display count pages with all items in the search. You can then scroll the list using the Next and Previous buttons.
Pre-Load Serial IDs	Select to preload serial IDs for Mobile Count pages. This setting is for event detail line items that are serial-controlled items. This check box is not available for manual counts.
Rows Displayed	Enter the maximum number of items to display in the tables for the Mobile Inventory Management count pages. When there are more rows of data than the value you enter, you can scroll through additional rows by using the Next link on the Mobile Inventory Management count pages. You can also change the number of rows displayed using mobile devices.
Sort By	Select to define the initial display setting for mobile count pages when you are displaying all items. The system provides these values as default values on mobile devices. You can override the default values using a mobile device. Sort option values include: • *Sort By Item:* Select to display count pages for an item or items, depending on the value that you selected in the Initial Display Mode field. This value is not available for counts by item that already have been grouped by item. • *Sort By Location:* Select to display items on count pages sorted by storage location. This value is not available for counts by location that have already been grouped by location. • *Sort By Order Entered:* Select to display items on count pages sorted by the order in which the item was added to the count. New items are placed at the end.

Task Flow	Identifies the Mobile Inventory Management task flow that uses the settings on this page. When you select a task flow, you can then use the lower portion of the Mobile Inventory Installation Options page to define default values and search and display options. Mobile devices use the information defined for the task flow as default values. Select a value to define installation-level options for these tasks: • *Guided Count:* This count is when you are provided a list of items and locations to be counted, one by one, and count each one in the order that it is provided. • *Count by Location:* This count is when you are provided a unique list of item locations that exist in the count, and then you manually enter the item and their counts for each location. • *Count by Item:* This count is when you are provided a unique list of items that exist in the count, and then you manually enter the location and their counts for each item. • *Manual Count:* This count is when items are counted manually. The count creates a manual cycle counting event for count quantity data loaded from an electronic data collection device or entered using the Manual Counting Entry page. Because the manual counting event is restricted to the specified items, selecting this option makes the Zero Qty Count Options (zero quantity count options) field unnecessary and unavailable for entry. If task flows already exist for user preferences and installation options, use the Show previous Row and Show Next Row buttons to locate the type of count you want to maintain. If you are adding task flow setting, select the task flow from the Task Flow field list of values.

Defining Installation Options and User Preferences for Mobile Inventory Management Counts

This section discusses how to:

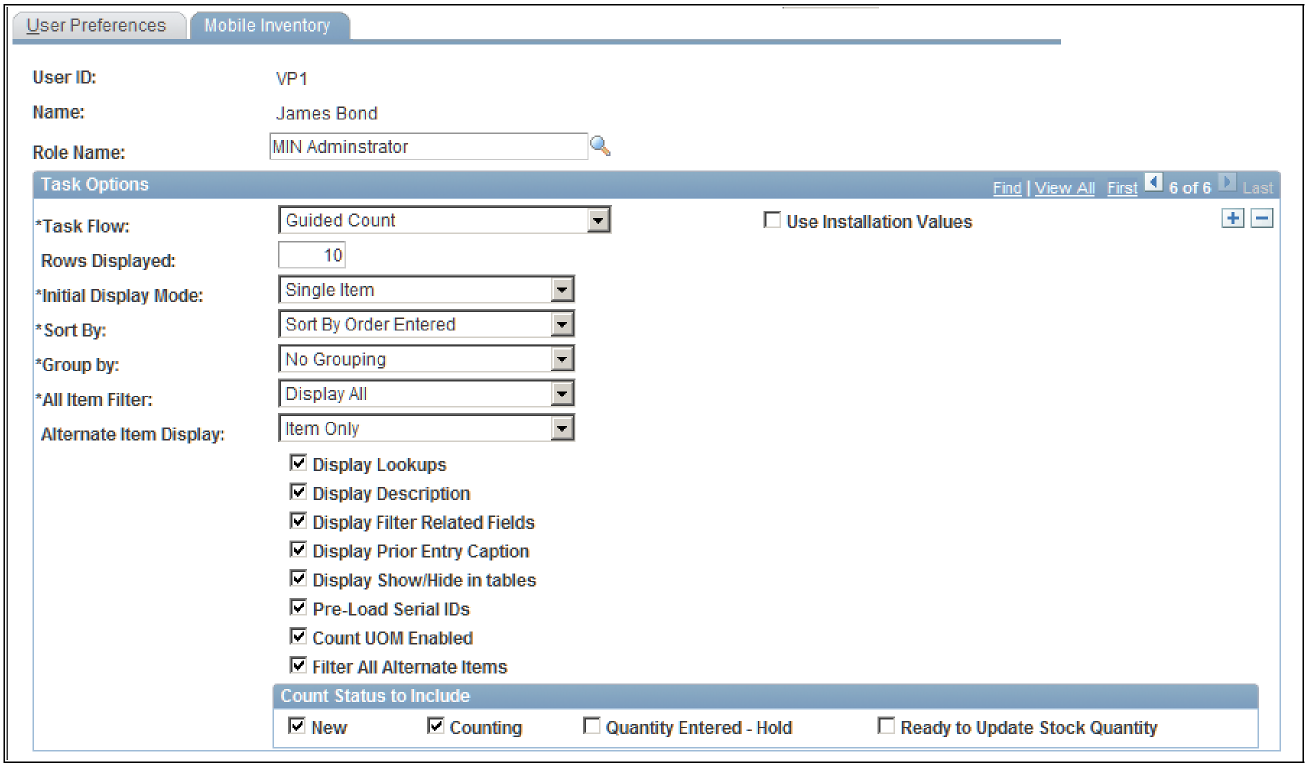
- Define user preferences for Mobile Counts.
- Define guided count installation options.
- Define count by location installation options.
- Define count by item installation options.
- Define manual count installation options.

Pages Used to Define Installation Options and User Preferences for Mobile Inventory Management Counts

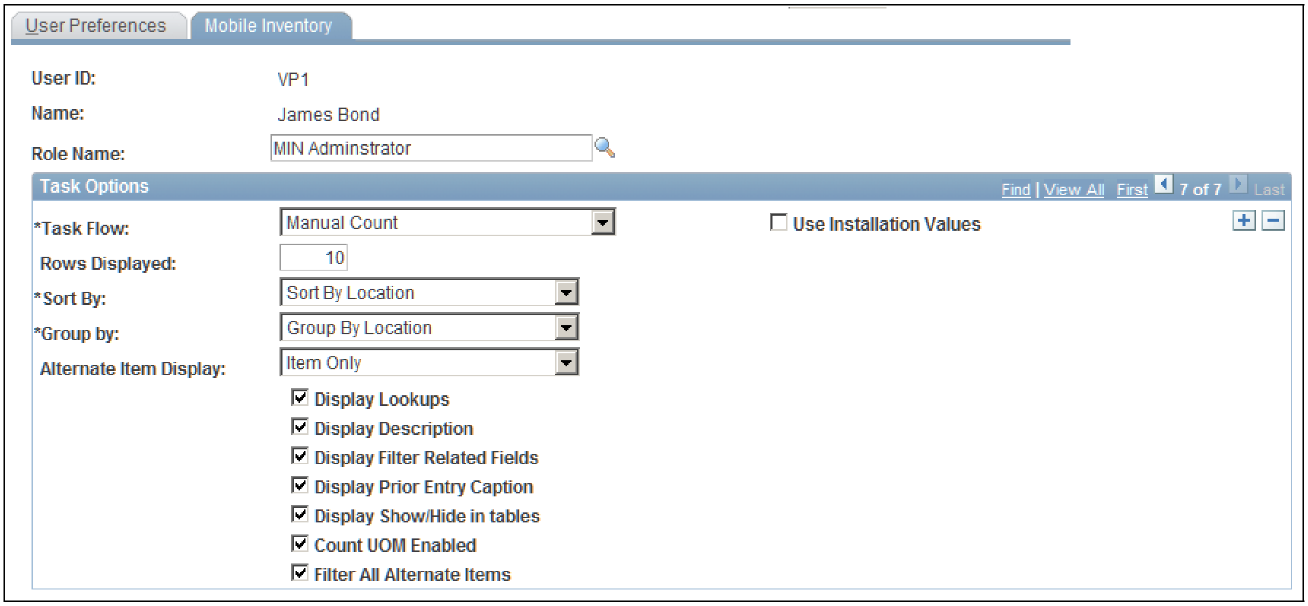
Page Name	***Definition Name***	***Navigation***	***Usage***
Setup Component Interfaces	MIN_CMPINTFC	Setup Mobile Transactions, Setup Component Interfaces	Define the component interface for the inventory mobile pages. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
Setup Mobile Services	MIN_SERVICES	Setup Mobile Transactions, Setup Mobile Services	Identify and setup the PeopleSoft Integration Broker services to be used with the Par Count mobile page and the Par Count Ad Hoc mobile page.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory, and select a task flow mode	Define user preferences for Mobile Counts.
Installation Options - Mobile Inventory	INSTALLATION_MIN	• Set Up Financials/Supply Chain, Install, Installation Options and select the Guided Count task flow • Select the Count by Location task flow on the Installation Options page • Select the Count by Item task flow on the Installation Options page. • Select the Manual Count task flow on the Installation Options page.	• Define guided count installation options. • Define count by location installation options. • Define count by item installation options. • Define manual count installation options.

Defining User Preferences for Mobile Counts

Access the User Preference - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory, and select a task flow value).



User Preferences - Mobile Inventory: Guided Count page



User Preferences - Mobile Inventory: Manual Count page

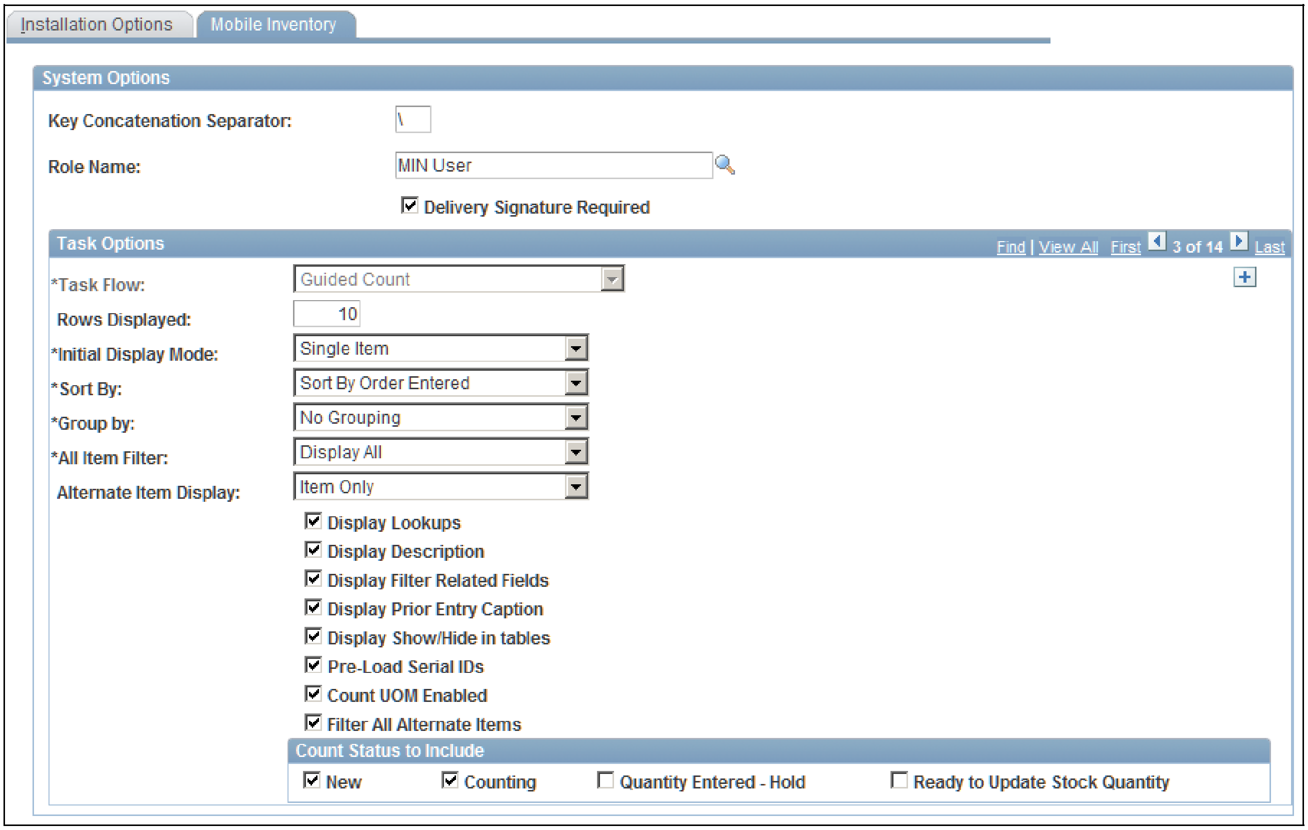
Use the User Preferences - Mobile Inventory pages to define user preferences. If a user preference exists, it will be used instead of the Installation level definition. All task flows are required to have an installation-level definition. Some fields are not available on all counts based on the task requirements, for example, a guided count is the only task with the Initial Display Mode field.

Select the Use Installation Values check box if you want the value define for installation option to override values that you define on this page when you are using a mobile device to perform counts.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Common Elements Used in This Chapter, page 150.

Defining Guided Count Installation Options

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options and select the Guided Count task flow).



Installation Options - Mobile Inventory: Guided Count page

Guided counts are system-defined counts that provide the items for counting. The Guided Count task flow installation page is similar to other count Installation Options pages, except that you can define an initial display mode and have fewer sorting options.

Also, with guided counts, you are provided a list of items to count.

Initial Display Mode

Select to define the initial display setting for mobile count pages. This setting only applies to the guided count task. The system provides these values as default values for guided counts on mobile devices. You can override the default values using a mobile device.

Initial display values include:

- *Single Item:* Select to initially display guided count pages with a single item.
- *All Items:* Select to initially display guided count pages with all items in the search. You can then scroll the list using the Next and Previous links.

Sort By

Select to define the initial display setting for mobile guided count pages when you are displaying all items. The system provides these values as default values on mobile devices. You can override the default values using a mobile device.

Sort option values include:

- *Item ID:* Select to display guided count pages for an item or items, depending on the value that you selected in the Initial Display Mode field.
- *Storage Location:* Select to display items on guided count pages sorted by storage location.

Group by

Select to group Guided Count task flow pages by the method that you use to perform the main sort.

Note. This option toggles the page navigation and groups the items based on the option that is selected. When the *No Grouping* value is selected, then the group navigation is not displayed.

Select how you want to group items. Values include:

- *Group by Item:* Select to sort groups by item.
- *Group by Location:* Select to sort groups by location.
- *No Grouping:* Select to not sort groups.

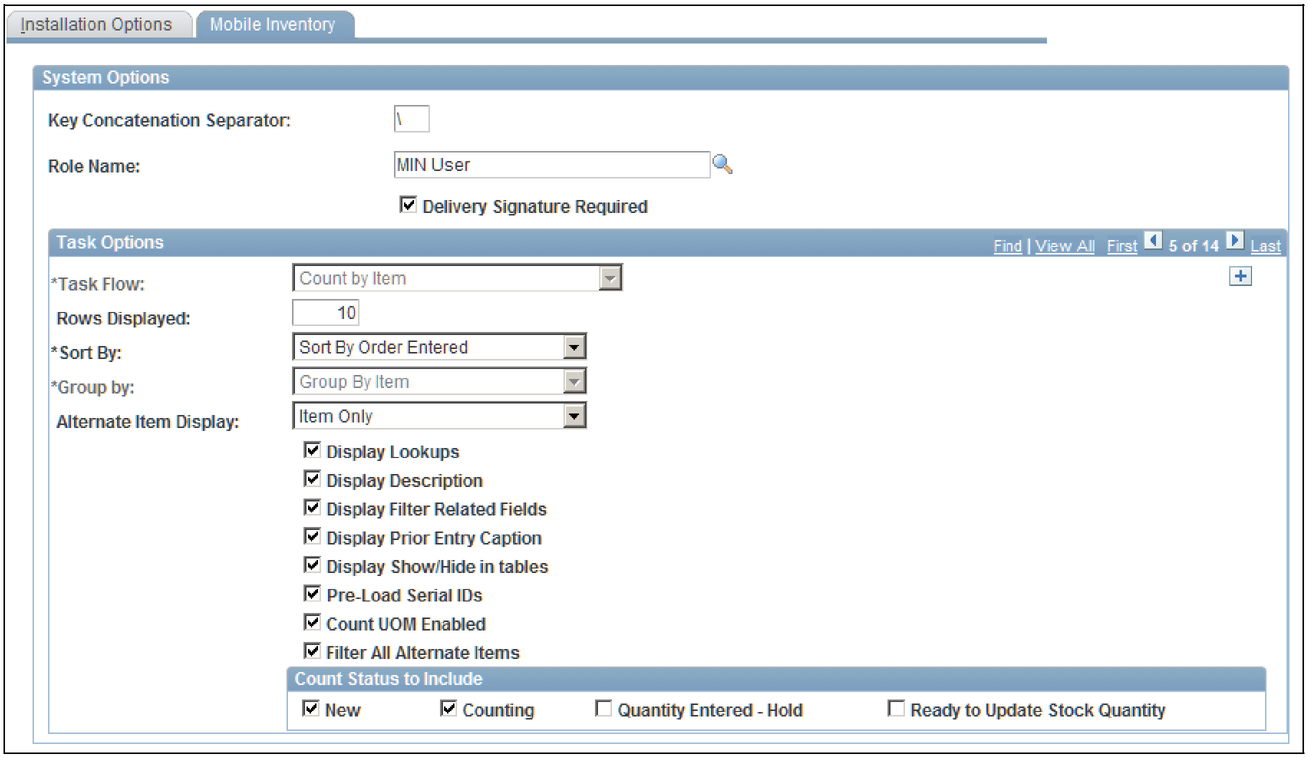
See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13

Common Elements Used in This Chapter

Defining Count by Item Installation Options

Access the Installation Options - Mobile Inventory page (select the Count by Item task flow on the Installation Options page).



Installation Options - Mobile Inventory: Count by Item page

Counts by item are counts where you select an item and add the item to a location. The items are provided to you by the system, and you manually enter the count quantity. Count by item means that the available items are grouped; therefore, the Group By field is set to Group By Item and is not enabled. In addition, the Sort By Item is removed from the available list of Sort By options. Since it is already grouped by item, it would be a redundant grouping.

The installation options for the Count by Item task flow are similar to other Mobile Inventory Management count installation options.

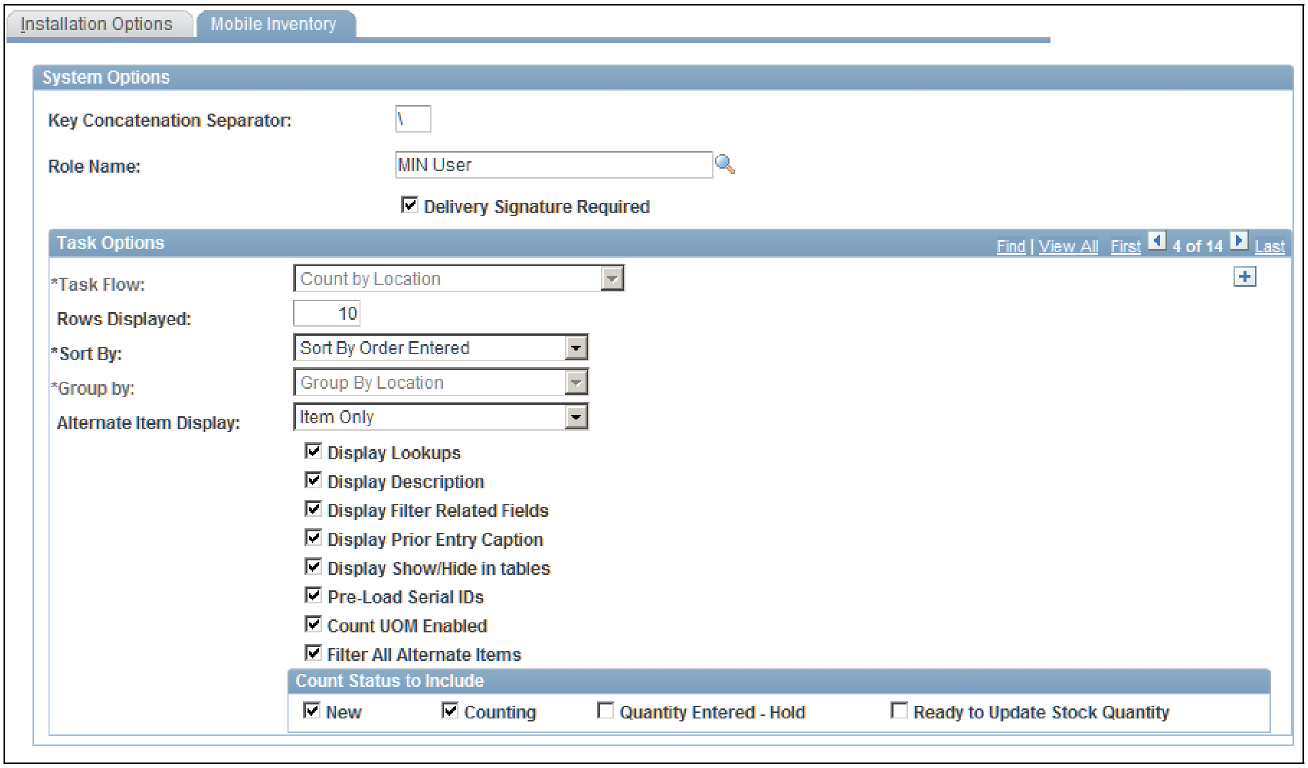
See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13

Common Elements Used in This Chapter

Defining Count by Location Installation Options

Access the Installation Options - Mobile Inventory page (select the Count by Location task flow on the Installation Options page).



Installation Options - Mobile Inventory: Count by Location page

Counts by location are counts where you select a location and add items to a location. The locations are provided to you by the system, and you manually enter the count quantity for the items. Count by location means that the available items are grouped by location; therefore, the Group By field is set to *Group By Location* and not enabled. In addition, the *Sort By Location* is removed from the available list of Sort By options. Since it is already grouped by location, it would be redundant.

The installation options for the Count by Location task flow are similar to other Mobile Inventory Management count installation options.

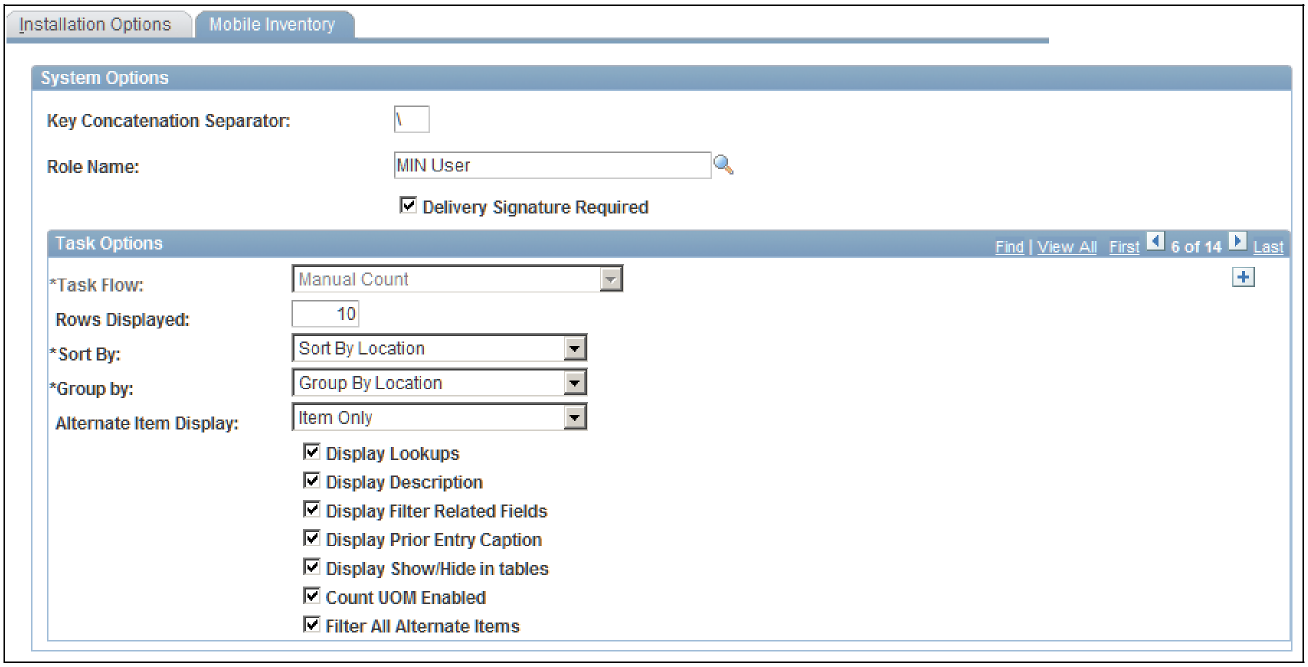
See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13

Common Elements Used in This Chapter

Defining Manual Count Installation Options

Installation Options - Mobile Inventory page (select the Manual Count task flow on the Installation Options page).



Installation Options - Mobile Inventory: Manual Count page

Manual counts are counts where you select an item and add the item to a location. Unlike other counts, the system does not provide you a list of items or locations to be counted except that the Count Status field is removed. This count is based on the Manual Count Component in PeopleSoft. In addition, the Pre-Load Serial ID check box is also removed since there is no counting event on which to base the manual count. You manually enter the count quantity.

The installation options for the Manual Count task flow are similar to other Mobile Inventory Management count installation options.

See Also

Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13

Common Elements Used in This Chapter

Performing Guided Counts in PeopleSoft Mobile Inventory Management

This section discusses how to:

- Define guided count search criteria.
- Manage item counts using mobile devices.
- Add single items to guided counts.

- Look up guided count objects.
- Display all items in guided counts.
- Maintain count statuses for guided count items.
- Add lot-controlled items to guided counts.
- Add serial-controlled items to guided counts.

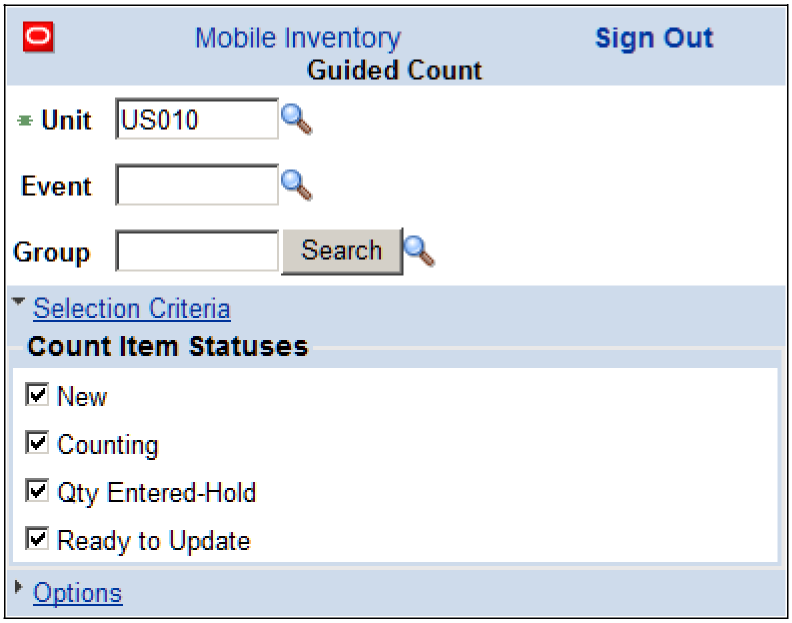
Pages Used to Perform Guided Counts in PeopleSoft Mobile Inventory Management

Use these page to perform guided counts.

Page Name	***Navigation***	***Usage***
Guided Count (search)	Mobile Inventory, Guided Count, and enter search criteria	Define guided count search criteria.
Guided Count	Mobile Inventory, Guided Count, and select a search results value	Manage item counts using mobile devices.
Guided Count – Add Item	Mobile Inventory, Guided Count, and click the Add Item button	Add single items to guided counts.
Look Up	Mobile Inventory, Guided Count , and click a Lookup icon	Look up guided count objects. **Note.** The Lookup example used in this section if for Storage Locations.
Display All	Mobile Inventory, Guided Count, and click the Display All link.	Display all items in guided counts.
Guided Count (Count Status field)	Mobile Inventory, Guided Count, and click the Expand button for an item.	Maintain count statuses for guided count items.
Guided Count – Add Item	Mobile Inventory, Guided Count, click the Add Item link and select to add a lot-controlled item to the count	Add lot-controlled items to guided counts.
Guided Count – Add Item	Mobile Inventory, Guided Count, click the Add Item link and select to add a serial-controlled item to the count	Add serial-controlled items to guided counts.

Defining Guided Count Search Criteria

Access the Guided Count - Selection Criteria page (Mobile Inventory, Guided Count).



Guided Count – Selection Criteria page

Use this page to search for a guided count using a business unit, event, or group. To view additional search criteria, click the Selection Criteria link. Click the Options link to view search options. These options are predefined using user preferences and installation options in the PeopleSoft Inventory system.

Unit Select a PeopleSoft Inventory business unit in which counts have been defined. This field is required.

Event Select an inventory counting event. You must start a count by defining and creating a counting event. This is a selection of items to be counted based on search criteria. A counting event is identified by a counting event ID.

Group Select a counting group. A counting group enables multiple users to count different locations or items within the same counting event. One counting event can be broken up into multiple counting groups.

Note. Zero is a valid value that you can enter. A value of blank does not mean zero.

Search Click to perform a search based on the criteria that you entered. The Search Results table displays the results of the search. If the search criteria results in one row being returned, the flow automatically loads that result. The search feature is also initiated when you tab out of the Group field.

Selection Criteria

Using the Selection Criteria table, you can override default values that have been established in the Installation Options. This criteria is related to how the system processes counts.

New

Select to search for detail lines in a non-blind, system-defined counting event for which you have not run the Counting Sheet process. Deselect the check box to not include these lines in the search results.

Counting

Select to search for detail lines in a blind system-defined counting event.

Quantity Entered – Hold

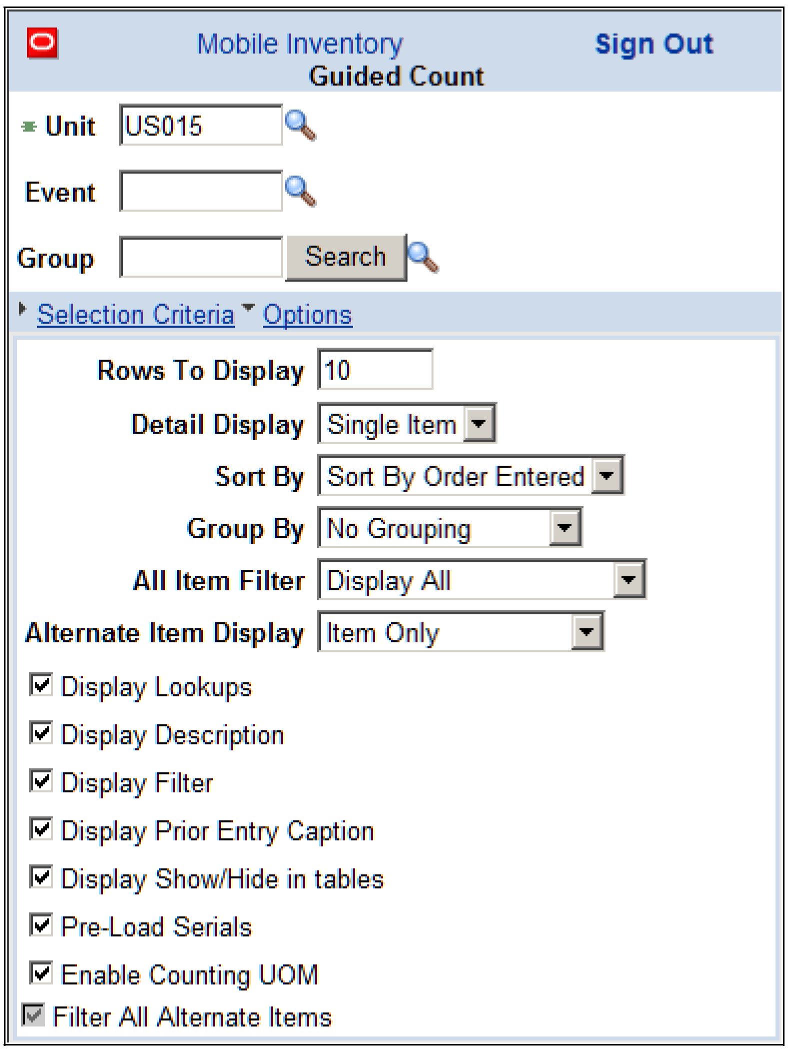
Select to search for items that have had their count quantities prevented from being applied to system tables by the Stock Quantity Update process.

Ready to Update

Select to search for counting event detail lines with quantities that are to be used to update the system tables when you run the Stock Quantity Update process.

Option

Access the Options section (click the Options link on the Guided Count page).



Guided Count - Options page

Use this page to change processing and display options for guided counts. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

Rows to Display

Enter the maximum number of items to display in the search results for guided count pages. The default value depends on the Mobile Inventory Installation Options page setting for guided counts.

Detail Display

Select how you want to display search details, one item at a time or all items at a time, where you can scroll through the list to select items.

The default value depends on the Mobile Inventory Installation Options page or User Preferences page for guided counts.

Sort By

Select the method by which you want to sort guided count pages. You can sort by item ID or storage location.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Defining Guided Count Installation Options, page 156.

Group by

Select the method by which you want to sort event groups for guided count pages. You can sort by item ID, location or select not to not sort event groups.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Defining Guided Count Installation Options, page 156.

All Item Filter

Select a value to define how you want the mobile device to display items. Values include:

- *Display All:* Select to include all items in a filtered search.
- *Display Counted Only:* Select to display only those items that have been counted when you perform a filtered search for items.
- *Display Uncounted Only:* Select to display only those items that have not been counted when you perform a filtered search.

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: *Alternate Only, Alternate as Primary, Item Only,* and *Item as Primary.*

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Display Lookups

Select provide Lookup icons for fields that are available for searches.

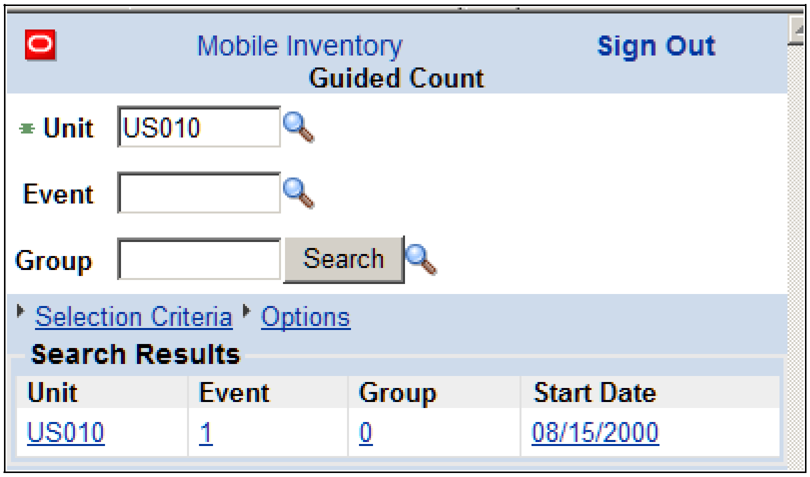
Display Description

Select whether to display item descriptions in the search results. To view the description, click the expand button next to the Item ID field on the Guided Count page after performing the search.

Display Filter	Select whether you want to have the Filter field and button on the Guided Count page. The feature enables you to filter the contents of a search to just those specific values you want.
Display Prior Entry Caption	Select to enable the display of the last item that was counted. When you count or update an item count, the system provides the last item and count value in a table at the bottom of the count page.
Display Show/Hide in tables	Select to display the Show and Hide menu options for guided count pages. **Note.** Depending on the mobile device and its view settings, the Show and Hide links might appear as Expand (right arrow) and Collapse (down arrow) icons. The Expand icon shows the additional information, while the Collapse icon hides the additional information.
Pre-Load Serials	Select to pre-load serial IDs for a particular item and location when the Serial ID page is displayed. The default value is selected. If the item being counted is a serial-controlled item, then when the item is loaded, the mobile application disables the Count Quantity field and adds a field from which to add serials. The Count Quantity field is automatically set to display the number of serials that are counted and places the cursor in the Serial field. **Note.** The existing serials in the count are loaded automatically if the Pre-Load Serials check box is selected. If the Pre-Load Serials check box is selected, then the Serials table appears with the serial ID populated in the Serials table. The system only loads the serials that already exist in the counting event. If you do not select the check box, the Serials table does not appear until a serial is manually added.
Enable Counting UOM (enable counting unit of measure)	Select to display the unit of measure used to count event detail line items. When you select the check box, the Counting UOM field is enabled on guided count pages.
Filter All Alternate Items	Displays the option selected on the Installation Options – Mobile Inventory page or the User Preferences – Mobile Inventory page. If this option is selected, then the system searches through all possible alternate item identifiers when filtering a table. If an alternate item identifier is entered in the Filter field, then the item ID that matches the alternate is displayed in the table. If this option is not selected, then the system does not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

Search Results

After you click the Search button, the system returns the events and groups that match the search criteria that you entered. In the next example, the event ID was entered without a group ID. The system returned all groups within that event. You could narrow the search by entering a specific group.



Guided Count - Search Results page

The Search Results table displays the results of the search including the business unit, event, group, and the date on which the count was started. Click any of the Search Results links to access the Guided Count page with the guided count details for the event detail line.

Note. If the system returns only one row, then you are immediately provided access to the count.

If you selected to count individual items using the Options section, the Guided Count page displays the first item and location in the count. If you selected to display all the items in the count, the items are listed on the Guided Count page.

Managing Item Counts Using Mobile Devices

Access the Guided Count page (Mobile Inventory, Guided Count, and click the Search button).

Guided Count page

The Guided Count page is the basis for working with guided counts. The system displays the business unit, event, and group IDs in the header. The initial page also displays the first event detail line item for the system-defined count. You can scroll through the items using the scrolling arrows.

Fields that appear on the page are based on the PeopleSoft Inventory system installation settings and the search criteria and search options that you defined when access the Guided Count page.

Using the page, you can:

- Further filter count items.
- Enter count quantities for individual items.
- Complete the item count.
- Return to the Search page to define a different set of search options.
- Change the count options.
- Navigate to the Display All page to view a listing of all items in the count.
- Navigate to the Add Item page to include another item in the count.

Options Click to update the display options for the page. When you return to the page, the new display values are applied to the page.

Display All

Click to view the entire list of items that have been defined for a guided count. The list also includes items that have been added to the count. You can filter the list to just view the items that have already been added to the count, but have not been counted.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Displaying All Items in Guided Counts, page 175.

Add Item

Click to access the Guided Count - Add Item page where you can select an item to count.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Single Items to Guided Counts, page 172.

Filter (field)

Enter a character string by which you want filter items in the list. The system searches for the string based on string values in the storage location ID, item ID and description, lot ID, container ID, manufacturer, or manufacturer's item ID. If you do not enter filter criteria, the filtered list contains all items.

Filter (button)

Click to create a list that contains the items matching the filter string that you entered. The filter feature is also initiated when you tab out of the Filter field.

Clear

Click to remove the filter criteria, clear the contents of list and replace it with the original list.

double right arrow icon

Click to advance to the last item ID/storage location in the count.

single right arrow icon

Click to advance to the next item ID/storage location in the count.

double left arrow icon

Click to advance to the first item ID/storage location in the count.

single left arrow icon

Click to advance to the previous item ID/storage location in the count.

Location

Displays the location. The location changes when you scroll through the count list. The location provides the levels of a location starting with the area.

Item

Displays the system-supplied item. Use the scroll arrows to change the item and click the Expand icon to view additional item details.

Expand	Click to expand additional information about the item. This information can include the item's description, the manufacturer, manufacturer's item ID, or the vendor's item description and count status. The system provides count status values as default values on mobile devices. You can override the default values using a mobile device. The system default value for the count status initially appears when you click the Expand button to view access the Count Status field. See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Maintaining Count Statuses for Guided Count Items, page 177.
Collapse	Click to collapse (hide) additional information about an item.
Stor UOM (storage unit of measure)	Displays the unit of measure in which the item is stored. For example *EA* or *BOX*. If this value is changed, then the Count UOM field is automatically changed to match the new storage unit of measure value.
Count UOM (count unit of measure)	Select the unit of measure in which you want to count the item. The count unit of measure default value is the storage unit of measure. You can override the value. This field is not enabled if the Enable Count UOM check box is deselected in the Options table.
Count Qty (count quantity)	Enter a count quantity for the item. You can update the quantity before sending the count to the PeopleSoft Inventory system.
Count	Click the Count button to add the item count that you just entered. You can also initiate the count feature by tabbing out of the Count Qty field. The Count feature adds the item count to the guided count that the system places into the PeopleSoft Inventory system when you click the Save button. When you count an item, you add the count quantity, but the item isn't actually counted until you save the count transaction. Use the Display All button to view all items that have been added to the count. When you count the item, the mobile device displays the item as the last item counted. You can update the count quantity after it is displayed or use the Delete button to delete the count. This does not delete the item, it only deletes the count.
Serial	Enter a serial ID that you want to count. This field is only displayed if the item is serial controlled. If the serial being entered already exists in the Serial table, then a new row is not added and the existing serial is marked as counted.
Lot	For lot-controlled items, use this field to enter or change the lot ID.
Save	Click to save the information that you've entered for the guided count item. This completes the count for this transaction. Upon saving, the count information is recorded in the PeopleSoft Inventory system, and you can start a new mobile count.

Return to Search	Click to return to the search page where you can define search criteria and options to perform another search for a guided count. When you access the Guided Count page again, the selection criteria and options retain any changes that you might have made using the initial search for a guided count. When you navigate back to the Mobile Inventory task flow menu, the system will reset the search values back to the default values defined in the PeopleSoft Inventory system.
Prior Entry	Displays information about the last item count that you entered. As you count more items, the system updates this section with the last counted item. You can define whether the Prior Entry group box appears using the Options link and deselecting the Display Prior Entry Caption check box.
Modify (within the Prior Entry group box)	Click the Modify button to change information about the last count displayed in the Prior Entry group box.
(Delete icon)	Click to delete the last item count from the table list. The system removes the item and refreshes the list.

Scrolling Among Locations and Items

PeopleSoft provides an advanced scrolling feature for the Display All/All Items page based on your selection in the Group By field within the Options for guided counts:

- If you have selected the *Group by Location* value in the Group By field, then you can scroll by storage locations.
- If you have selected the *Group by Item* value in the Group By field, then you can scroll by items.

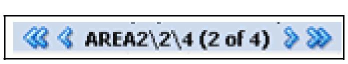
Mobile Counting provides the advanced scroll feature for accessing specific areas and specific items within those areas.

For example, for *Group by Location* you can use a combination of forward and backward scrolling arrows to navigate among locations and after accessing the location, navigate to specific sets of items within the location. To scroll forward from one area to another, click the double right arrows or to scroll backward from one item to another, click the left single arrow. The system updates location information as you scroll.

This scroll area illustrates the use of the double right arrow icon after you select to count items in a group:

Scroll example (1 of 3)

Note that the location has four sets of items. You can use the single right arrow icon to go to the next set in the location as shown in this example:



Scroll example (2 of 3)

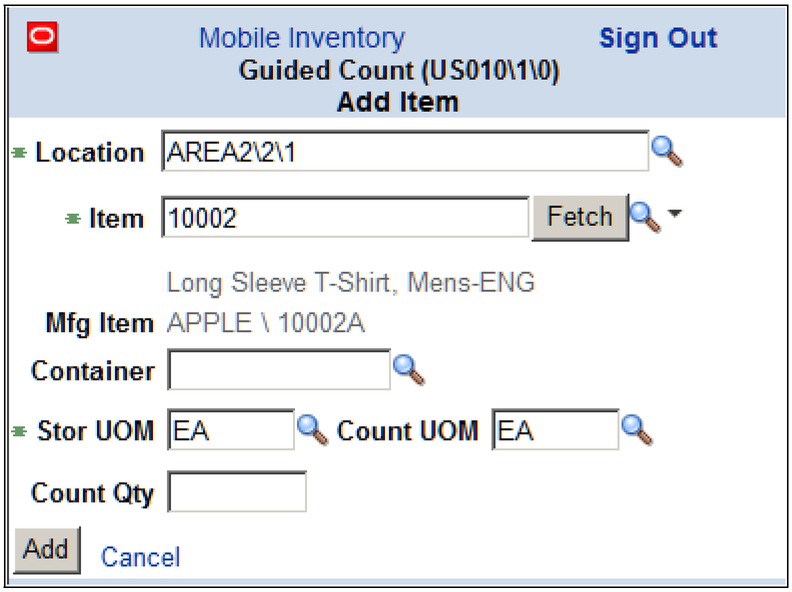
The system updates the page to indicate that the set item is the second of four item sets. Also, the system updated the location information to indicate that the item in storage location *4*.

Scroll example (3 of 3)

When you scroll to the beginning or end of the list, the system does not update the page.

Adding Single Items to Guided Counts

Access the Guided Count - Add Item page (click the Add Item button on a Guided Count page).



Guided Count - Add Item page

Use this page to add a single item to a guided count. This page is used to count an item/storage location that did not previously exist in the count event. You complete the fields similar to how you add an item using the Guided Count page.

For more information about fields and serial information on this page, see the previous "Counting Items for Guided Counts" section.

Required fields for this page include the Location,Item, and Stor UOM fields. You can also provide the lot, configuration code, container, count unit of measure, count quantity, and serial items.

Note. If a location and item combination already exists, but in a different group, the system displays an error when you attempt to add the count.

Location	Select a storage location for the item that you are adding. You can either enter a location or select a value from the Lookup icon. If you select to look up a location, the system displays the Look Up Storage Location page. See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Looking Up Guided Count Objects, page 174.
Item	Select an item to add to the count. This field is required. You can use the Lookup icon to search for items. The prompt is available if you selected the Display Prompts check box for guided count searches. You can view the item description by clicking Expand next to the Lookup icon. After entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.
Fetch	Click to retrieve the item attributes for the item that you selected. The fetch is also initiated when you tab out of the Item field. The fetch feature retrieves the attributes of the item to determine what fields to display. For example, if the item is lot controlled, then the Lot field appears on the page. Fetch is not a search function. The item Lookup icon also retrieves the item attributes so only one of these options is required. If you don't use either option, when you click the Add button, the system checks the item attributes and ensures that required fields are not missing.
Mfg Item	Displays the manufacturer and the manufacturer's item ID.
Lot	Enter the lot ID if the item is lot-controlled. This field only appears if the item is lot controlled. The field appears after you use the Fetch or item Lookup icon.
Config Code	Enter the configuration code if the item is a configured item. This field only appears if the item is configured. This field appears after you use the Fetch or item Lookup icon.
Container	Enter the container ID that relates to how the item is stored. For example, it could be stored on a certain sized skid or in a certain sized box.
Stor UOM (storage unit of measure)	Displays the unit of measure in which the item is stored. For example *EA* or *BOX*. If this value is changed then the count unit of measure is automatically changed to match the new value.
Count UOM (count unit of measure)	Select the unit of measure in which you want to count the item. The count unit of measure default value is the storage unit of measure. You can override the value. This field is not enabled if the Enable Count UOM field is deselected page in the Options table.
Count Qty (count quantity)	Enter a count quantity for the item. You can update the quantity before sending the count to the PeopleSoft Inventory system.

Add

Click to add this item to the guided count. The Add feature is also initiated when you tab out of the Count Qty field. When you add an item, the system returns to the Guided Count page. Now, the Last Item Counted table displays the item that you just added along with the count quantity.

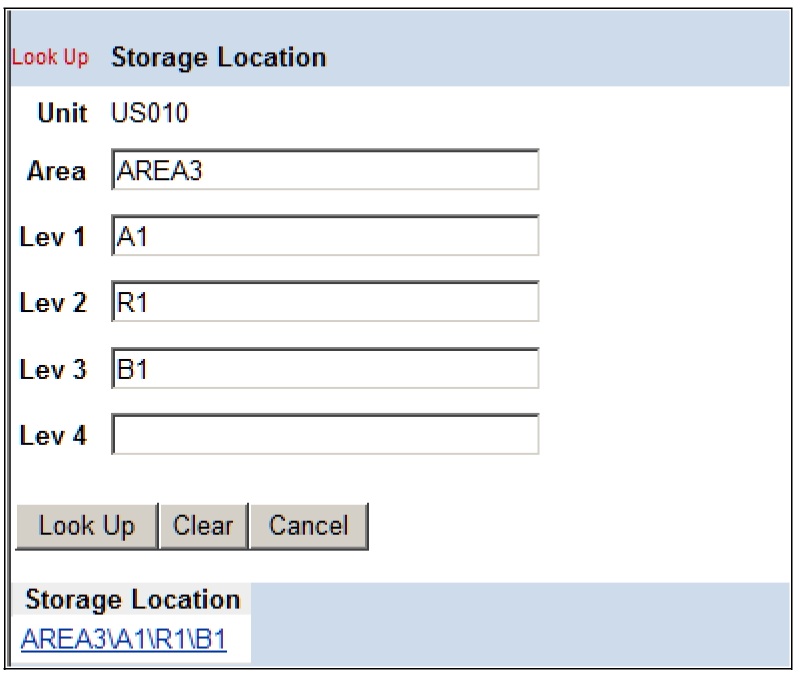
The item will also display in the list of items defined for the guided count when you display all items. After adding the item, you can click the Add Item link to add another item to include in the guided count.

Cancel

Click to cancel the addition of this detail line item to the current guided count. The system returns to the Guided Count page without adding the item information.

Looking Up Guided Count Objects

Access the Guided Count - Add Item page (click the Lookup icon).



Look Up Storage Location page example

Use this page to search for specific storage locations. The previous example illustrates the Storage Location lookup. All Lookup pages provide the appropriate fields based on the value that you are looking up. Lookup is supported for all non-quantity fields.

Using the storage location example, the page displays the business unit along with the Area field and Lev 1-4 (level) fields. You can search for locations using a variety of search options. For example, you can search for all locations in an area by entering the area ID and clicking the Lookup icon. The system displays all area locations for the business unit along with the storage levels.

Or, you can search for a specific location level by entering the number in the location, such as 2 in the Level 2 field. In this case, the system displays all level 2 storage locations for a business unit. The Lookup supports partial value lookup. For example, if you enter AREA in the area field it will return all storage locations where the area contains the value AREA. The lookup is not case sensitive, so lower or upper case characters will return the same result.

Click the location link to insert the value in the Location field and return to the Add Item page.

Area

Enter a location on which you want to base a location search. You can enter the first character of a location and the system will display the search results for all locations beginning with that character, along with all the storage levels in the locations.

After entering a location, click the Lookup icon to retrieve the search results. Using the search results, you can select a specific storage location in which to count the item.

Lev (1 -4) (level 1-4)

Enter a level value in one or more of the Lev fields. When you click the Lookup icon, the system retrieves the location name and the levels that match the levels you entered.

Look Up

Click to search for the locations that match the location and level criteria that you entered for the search.

Clear

Click to remove the results of the previous search and begin a new search.

Cancel

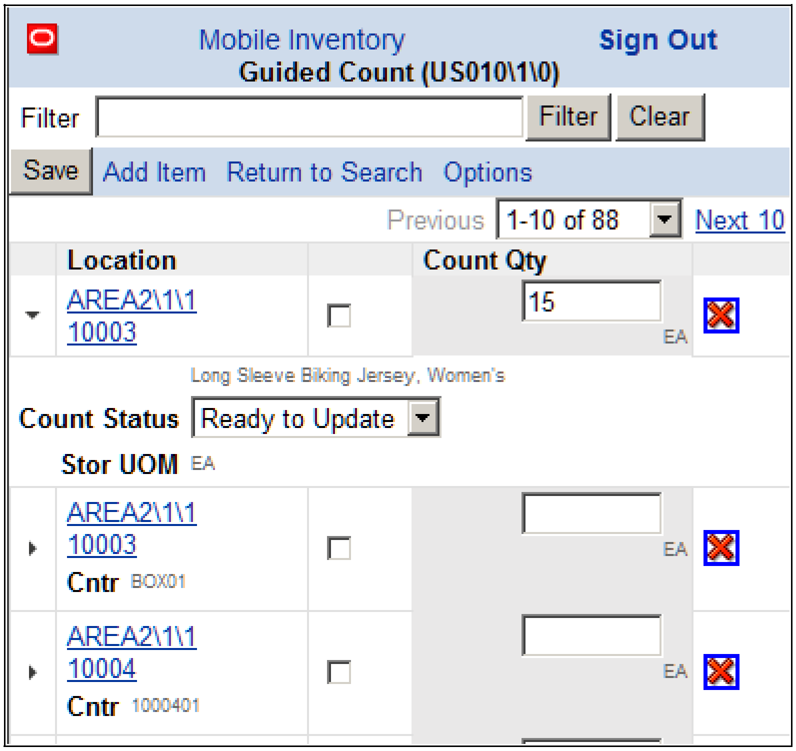
Click to cancel the search and return to the Guided Count page without selecting a location.

Storage Location

Click a link in the search results of this column to select the location in which you want to count items in a guided count. The Guided Count page reappears with the location that you selected. You can scroll through the list using the Previous and Next links.

Displaying All Items in Guided Counts

Access the Guided Count display all page (click the Display All link on the Guided Count page).



Guided Count page when the Display All link is selected

Use this page to view and work with all event detail items in the guided count. This page is used initially for a guided count if you have chosen the *All Items* value in the Detail Display field of your guided count Options page.

The Guided Count display all page provides you an overview of count items. You can update count quantities, display additional item information, update the count status for an item, or, if necessary, delete the item from the count. The page header provides the business unit, event ID, and group ID for the guided count.

The Display All feature provides the same functions as the page used for single items, but you can work with multiple items, reducing the time it takes to perform the inventory count. For example, you can insert count quantities for each of the items. As you add counts for each item, the system automatically advances the count to the next guided count item or item and location combination.

Location

Displays the location in which you are counting. The item ID that is being counted is also included in the table. Click the Expand icon to view additional details about the item.

Count Qty

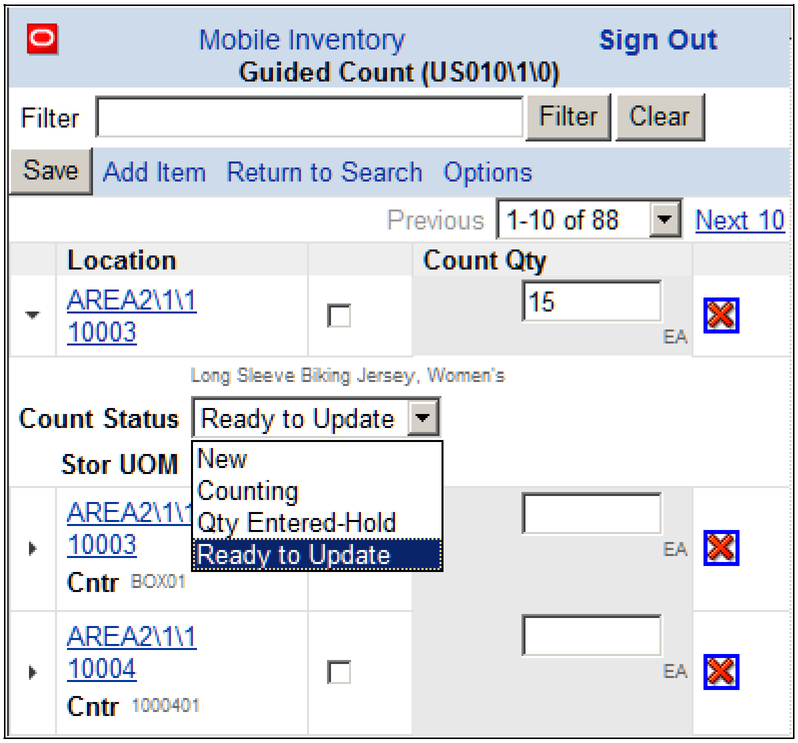
Enter a count quantity. The system automatically selects the check box next to the Count Qty field when you enter a quantity and tab out of the field. When you display the item, and a count has been added, the check box will be selected.

Delete

Click to delete this item from the list of items to be counted.

Maintaining Count Statuses for Guided Count Items

Access the Count Status field (click the Expand icon to view an item's description)



Count Status field drop-down list

You use the Count Status field to update the count status of the counting event detail line. When you save the event detail line, the system applies your updates to the PeopleSoft Inventory system.

New

Select to include an uncounted line in the Counting Sheet report or file when you run the Counting Sheet process. The Counting Sheet process changes the status to Counting for blind counts or to Ready to Update for non-blind counts. Events with new detail lines have a header status of Open.

Counting

Select to place the detail line in a Counting status. Detail lines with a status of Counting are considered uncounted.

The Counting Sheet process changes the status of detail lines in a blind, system-defined counting event from New to Counting. When you enter a count quantity for items with a Counting status, the status automatically changes to Ready to Update. Events with items in a Counting status have a header status of Open.

Qty Entered-Hold (quantity entered-hold)

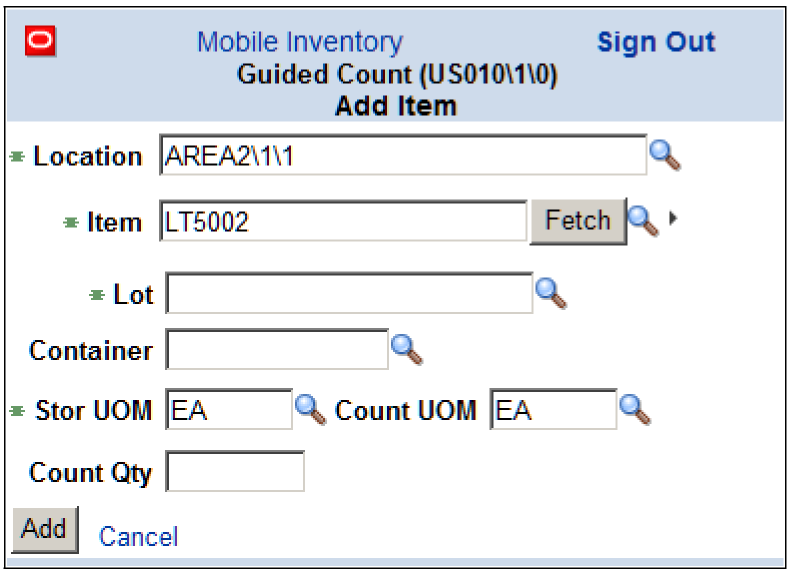
Select to prevent the count quantity of a detail line from being applied to system tables by the Stock Quantity Update process. Events with items in a Hold status have a header status of Open.

Ready to Update Select to use the quantities of a counting event detail line to update tables when you run the Stock Quantity Update process.

If you change the quantity of a detail line, the PeopleSoft Inventory system automatically changes the status to Ready to Update. Events with detail lines in a Ready to Update status have a status of Open.

Adding Lot-Controlled Items to Guided Counts

Access the Guided Count: Add Item page (Mobile Inventory, Guided Count, click the Add Item link, and select to add a lot-controlled item to the count).



Guided Count - Add Item page for lot-controlled items

Lot control is the process of using procedures such as assigning lot IDs, and tracking parameters, such as status and expiration date, for each lot (batch) as it moves through the system. Using mobile counts, you can count lot-controlled items and send the information to the PeopleSoft Inventory system.

Lot Select a lot value. This field appears when the item is lot controlled. When you are counting a lot-controlled item, the Lot is a required field.

Count Qty (count quantity) Enter the count quantity for this event detail line item.

Add

Click to add the lot-controlled item to the guided inventory count. When you click the button the item for which you added the count appears as the last item counted at the bottom of the page.

You can now add another item, delete the item you just added, display all items, cancel the count and return to the search page, or save the item count.

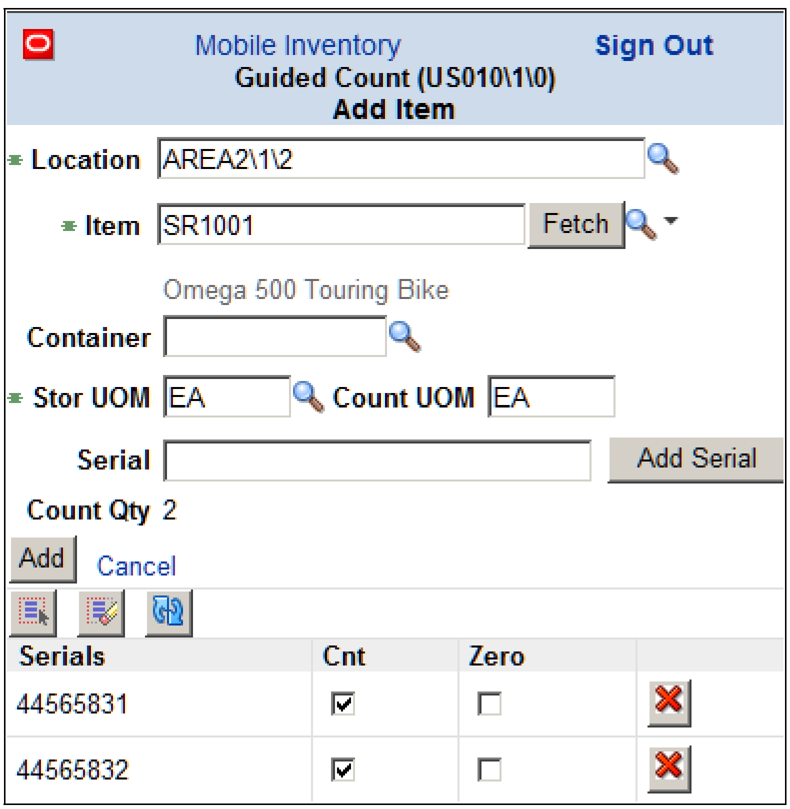
Note. The system provides a warning if you select to return the search without saving the count data you entered. Click the Return link to return to the Add Item page, or click the Continue link to access the Guided Count page.

Cancel

Click to cancel the addition of an item and return to the Guided Count Search Results page.

Adding Serial-Controlled Items to Guided Counts

Access the Guided Count - Add Item page (Mobile Inventory, Guided Count, click the Add Item link and select to add a serial-controlled item to the count).



Guided Count - Add Item page for serial-controlled items

Serial control enables you to track an item as it moves from one material storage location to another. Using mobile counts, you can count serial-controlled items and send the information to the PeopleSoft Inventory system.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Single Items to Guided Counts, page 172.

When an item is serial-controlled, the system provides a Serial field for you to add the item's serial ID. The system calculates the count quantity automatically, based on the number of serial IDs that you assign to the Serial table. Click the Add Serial button to add additional serial IDs to the count.

Serial	Enter a serial ID to be counted. This field is only displayed if the item is serial controlled. If the serial being entered already exists in the Serial table, than a new row is not added and the existing serial is marked as counted.
Add Serial	Click this button to add the entered serial to the count. This button is only displayed if the item is serial controlled.
Count Qty (count quantity)	Count quantity reflects the number of serials that have been counted for this item. This field is display-only.
Add	Click to add the serial-controlled item to the guided inventory count. When you click the button the item for which you added the count appears as the last item counted at the bottom of the page. You can then add another item, delete the item you just added, display all items, cancel the count and return to the search page, or save the item count.
Cnt (count)	This check box is selected if the item with this serial ID has been counted. The check box is clear if this serial ID was not counted.
Zero	This check box is selected if the count quantity for this serial ID item was *1* or *0* (zero). If the serial ID was not found in this storage location, then this check box should be clear.

Performing Counts by Location in PeopleSoft Mobile Inventory Management

This section discusses how to:

- Define count by location search criteria.
- Add and count items for counts by location.

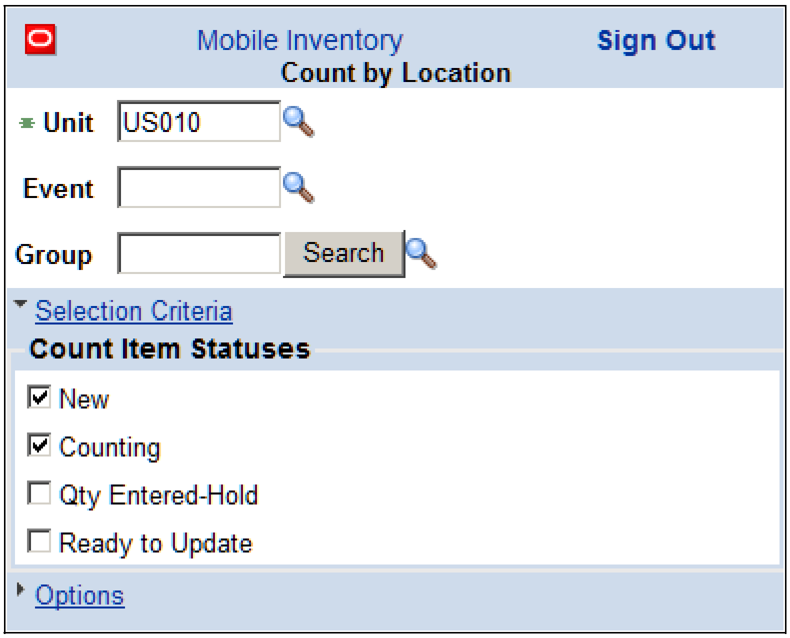
Pages Used to Perform Counts by Location in PeopleSoft Mobile Inventory Management

Use these page to perform counts by location.

Page Name	Navigation	Usage
Count by Location	Mobile Inventory, Count by Location, and enter search criteria	Define count by location search criteria.
Add Item	Mobile Inventory, Count by Location, and click the Add Item button	Add and count items for counts by location.

Defining Count by Location Search Criteria

Access the Count by Location page (Mobile Inventory, Count by Location).



Count by Location - Selection Criteria page

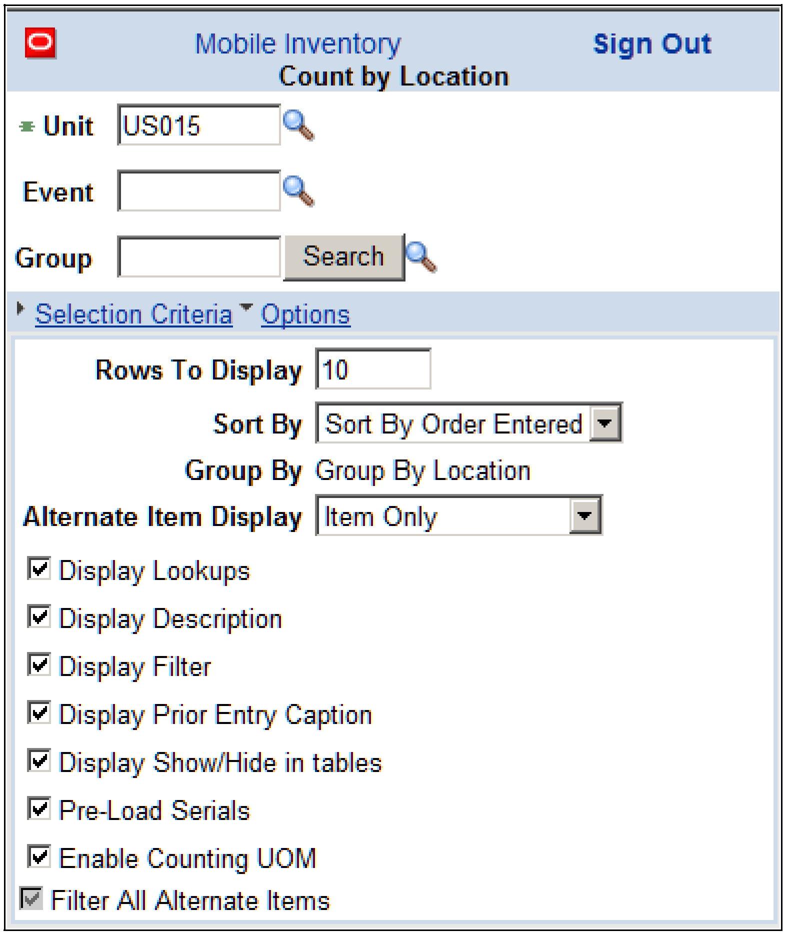
Use this page to search for locations using a business unit, event, or group. To view additional search criteria, click the Selection Criteria link.

The header section of the Count by Location page provides Lookup icons for the unit, event and group. Click the Search button to initiate a search for matching material storage locations. The search is also initiated when you tab out of the Group field.

When you click the Selection Criteria link, you can select the count item statuses to include in the location search. The options that you select remain selected for this transaction until you return to the main menu. Then when you access the selection criteria again, the system provides the default values from PeopleSoft Inventory installation options and user preferences.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Maintaining Count Statuses for Guided Count Items, page 177.

Click the Options link to view and update how and which options the system will display when you are using count by locations pages.



Count by Location - Options page

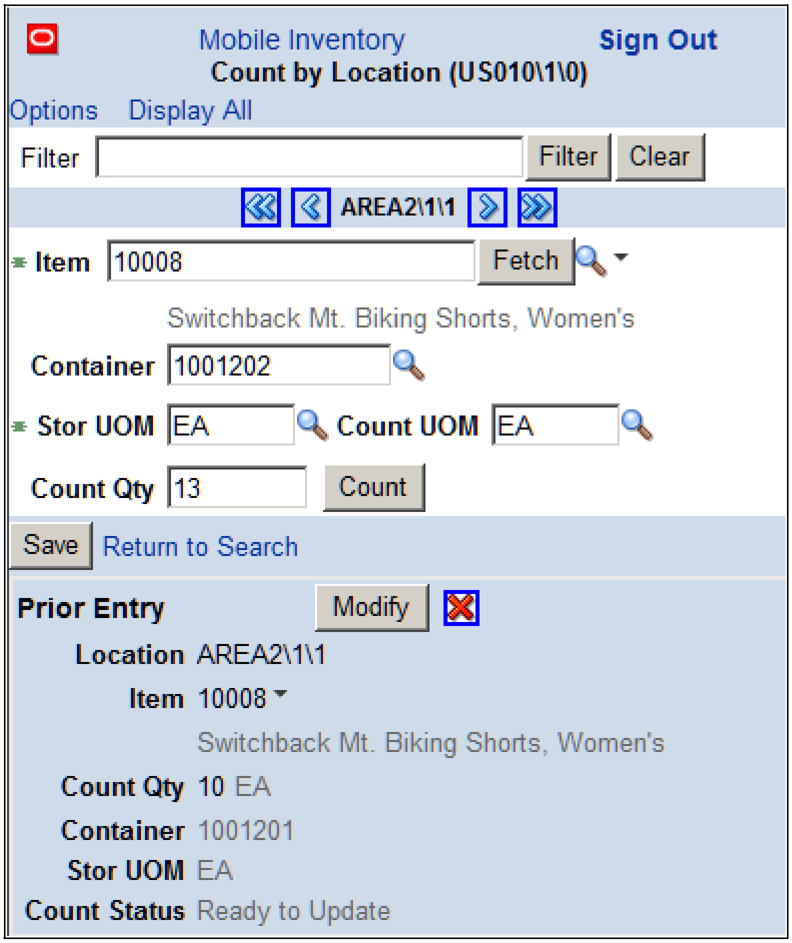
Use this page to change processing and display options for counts by location. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

See Also

Chapter 8, "Counting Inventory Stock Using Mobile Devices," Performing Guided Counts in PeopleSoft Mobile Inventory Management, page 161

Adding and Counting Items for Count by Location

Access the Count by Location page (Mobile Inventory, Count by Location, search for counting events, and open an event).



Count by Location page

Use this page count the items within a location. You can filter and select locations, items, containers, and storage and count units of measure. The filter feature is initiated by clicking the Filter button or tabbing out of the Filter field. The page functionality is similar to guided count pages except that you are not provided the items to count.

Use the arrow icons beneath the Filter field to skip between storage locations that exist in the count event.

Click the Fetch button to retrieve the item attributes for the entered item. The fetch is also initiated when you tab out of the Item field.

After defining count information for the required fields for an item, click the Count button to add the item to the location count. The Count feature is also initiated when you tab out of the Count Qty field. As each item is added, the system provides Prior Entry section to display the last item that was counted. After all items have been added, you can select the Display All to view and item counts.

Click the Save button to add the item counts for the location to the PeopleSoft Inventory system. When you save the count, the system verifies the count data and displays any errors associated with the count. If errors occur, you need to resolve them and save the count again.

Click the Return to Search button to cancel any location counts that you've added and display the Count by Location page where you can define another search. The system displays the Save Warning page indicating that you have unsaved data on the page. Click the Continue button to continue to the Search page, or click the Return button to go back to the count page and continue with the count by location.

Note. Counting a lot- or serial-controlled item behaves exactly the same as if you are counting an item in a guided count.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Managing Item Counts Using Mobile Devices, page 167.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Lot-Controlled Items to Guided Counts, page 178.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Serial-Controlled Items to Guided Counts, page 179.

Performing Counts by Item in PeopleSoft Mobile Inventory Management

This section discusses how to:

- Define count by item search criteria.
- Add and count items for counts by item.

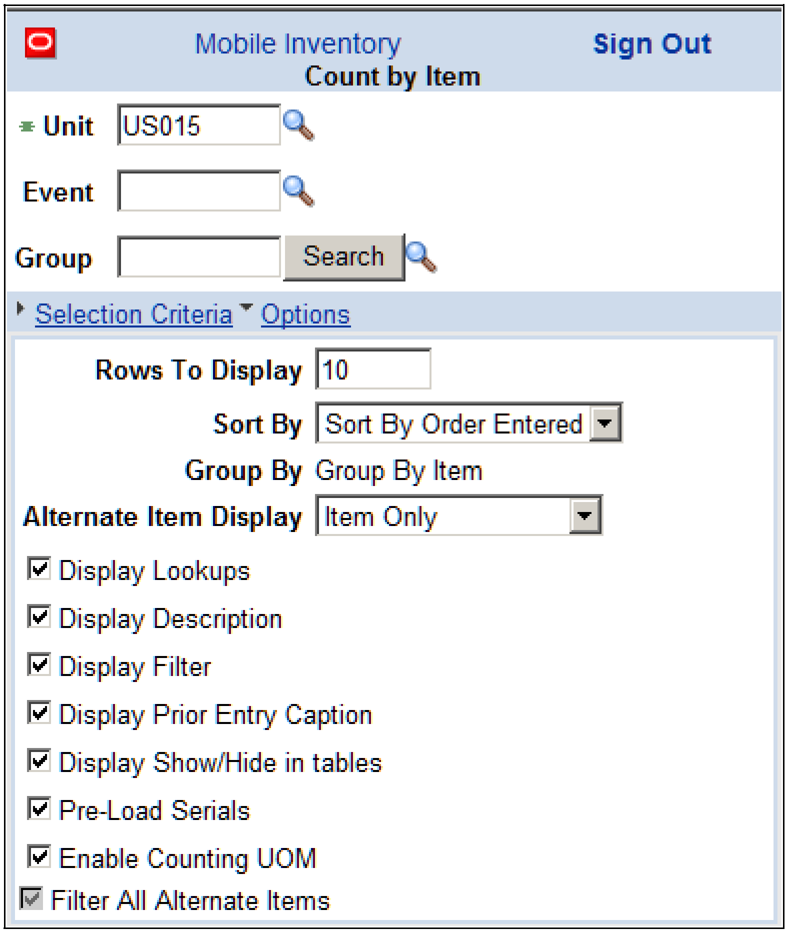
Pages Used to Perform Counts by Item in PeopleSoft Mobile Inventory Management

Use these pages to perform counts by item.

Page Name	***Navigation***	***Usage***
Count by Item	Mobile Inventory, Count by Item	Define count by item search criteria.
Count by Item - Add Location	Mobile Inventory, Count by Item, and click the Add Location button	Add and count items for counts by item.

Defining Count by Item Search Criteria

Access the Count by Item page (Mobile Inventory, Count by Item).



Count by Item - Options page

Use this page to search for items using a business unit, event, or group. To view additional search criteria, click the Selection Criteria link.

The header section of the Count by Item page provides Lookup prompts for the unit, event and group. Click the Search button to initiate a search for matching items. The search is also initiated when you tab out of the Group field.

When you click the Selection Criteria link, you can select the count item statuses to include in the item search. The options that you select remain selected for this transaction until you return to the main menu. Then when you access the selection criteria again, the system provides the default values from PeopleSoft Inventory installation options and user preferences.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Defining Count by Location Search Criteria, page 181.

Click the Options link to change processing and display options for counts by item. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

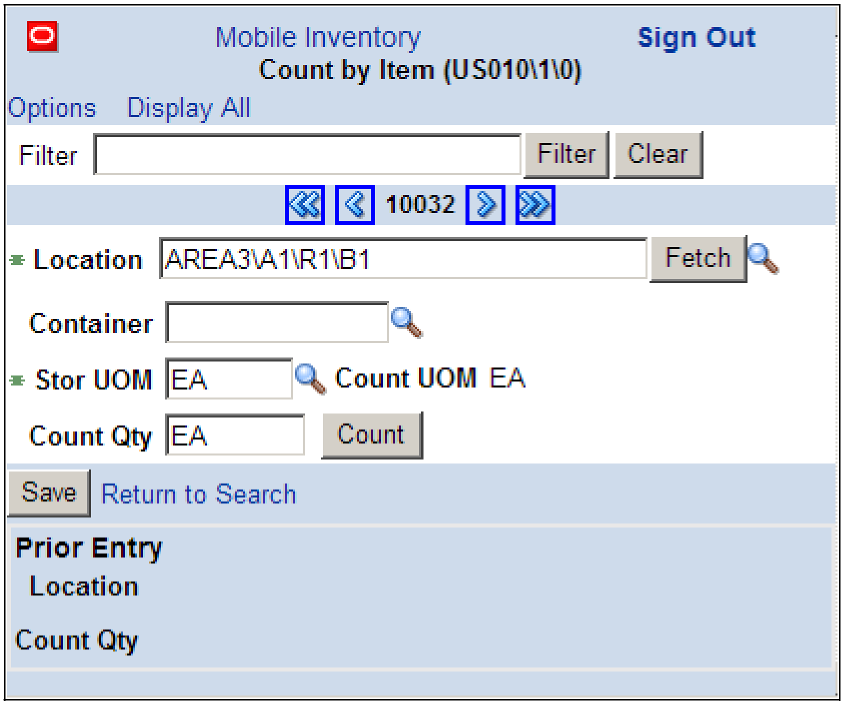
When you click the Search button, the system populates the Search Results table with the items that match the criteria you entered. The fields and processes on the Count by Item page are similar to the fields and processes on the Guided Count page. This section provides information unique to the Count by Location feature.

See Also

Performing Guided Counts in PeopleSoft Mobile Inventory Management

Adding and Counting Items for Counts by Item

Access the Count by Item - Add Location page (Mobile Inventory, Count by Item, click an event or group in the Search Results section).



Count by Item - Add Location page

Use this page count the items for a location. You can filter and select locations, items, containers, and storage and count units of measure. The filter feature is initiated by clicking the Filter button or tabbing out of the Filter field. The page functionality is similar to guided count pages except that you are not provided the items to count.

Use the arrow icons beneath the Filter field to skip between items that exist in the count event.

Click the Fetch button to retrieve the attributes for the entered item. The fetch is also initiated when you tab out of the Location field.

The difference between the count by item and count by location is that the system provides a unique list of items that exist in the count, and you then manually enter the locations and their counts for each item. Counting by item is a mixed approach between a guided count and a manual count.

Note. You can use the right and left arrow around the item number to navigate from one item to another and from one location to another.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Single Items to Guided Counts, page 172.

After defining count information for the required fields for an item, click the Count button to add the item to the location count. The Count feature is also initiated when you tab out of the Count Qty field. As each item is added, the system provides a table with the last item that was counted. After all items have been added, you can select the Display All to view and item counts.

Click the Save button to add the item counts for the location to the PeopleSoft Inventory system. When you save the count, the system verifies the count data and displays any errors associated with the count. If errors occur, you need to resolve them and save the count again.

Click the Return to Search button to cancel any location counts that you've added and display the Count by Location page where you can define another search. The system displays the Save Warning page indicating that you have unsaved data on the page. Click the Continue button to continue to the Search page, or click the Return button to go back to the count page and continue with the count by item.

After you have entered an item count, you can use the Display All link to update the count, count status, or delete the count before you save the count back to the PeopleSoft Inventory system.

Note. Counting a lot- or serial-controlled item behaves exactly the same as if you are counting an item in a guided count.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Lot-Controlled Items to Guided Counts, page 178.

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Adding Serial-Controlled Items to Guided Counts, page 179.

Performing Manual Counts in PeopleSoft Mobile Inventory Management

This section discusses how to:

- Add an item to a manual count.
- Change manual count options.
- Display all items for a manual count.

Pages Used to Perform Manual Counts in PeopleSoft Mobile Inventory Management

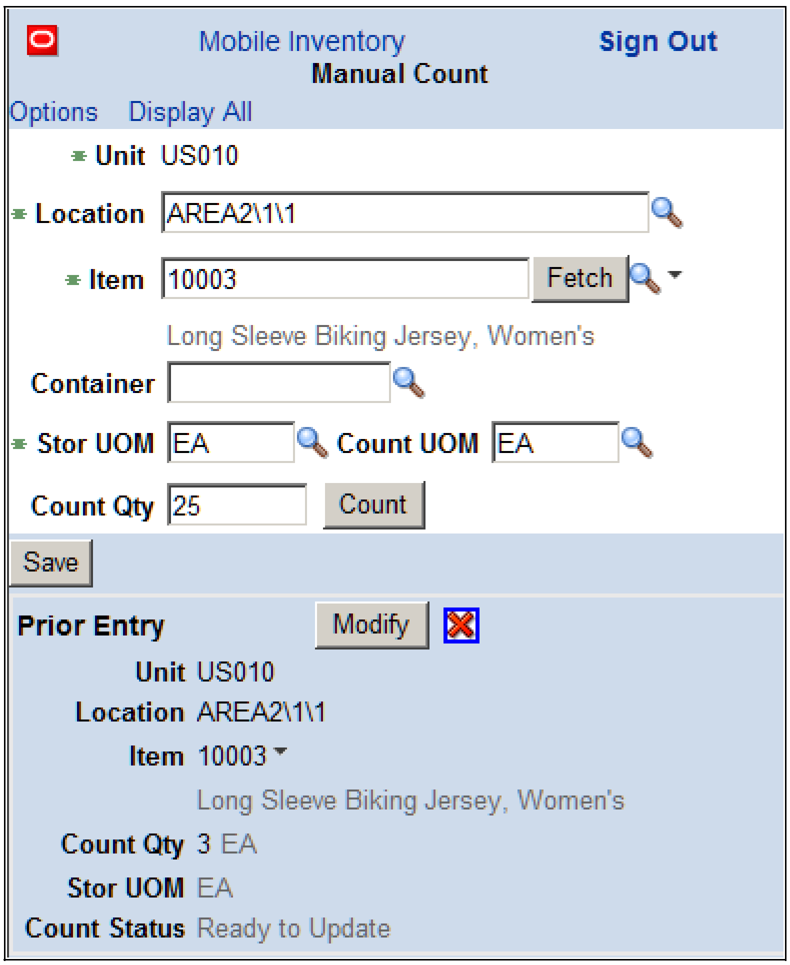
Use these pages to perform counts by item.

Page Name	***Navigation***	***Usage***
Manual Count	Mobile Inventory, Manual Count	Add an item to a manual count.

Page Name	*Navigation*	*Usage*
Manual Count (Options)	Mobile Inventory, Manual Count, and click the Options link	Change manual count options.
Manual Count (Display All)	Mobile Inventory, Manual Count, and click the Display All link	Display all items for a manual count.

Adding an Item to a Manual Count

Access the Manual Count - Add Item page (Mobile Inventory, Manual Count)



Manual Count page

Use this page to manually count items at a specific location and send the information back to the PeopleSoft Inventory system.

Click the Options link to view and update mobile device display options. Options for this page are initially defined using PeopleSoft installation options and user preferences options.

The fields and processes on the Manual Count page are similar to the fields and processes on the Guided Count page. This section provides information unique to the Manual Count feature

See Chapter 8, "Counting Inventory Stock Using Mobile Devices," Performing Guided Counts in PeopleSoft Mobile Inventory Management, page 161.

To manually count an item:

1. Select the business unit, location, and item for the count. Click the Fetch button to retrieve the item attributes for the entered item. The fetch is also initiated when you tab out of the Item field.

   This is required information for the page. After you count an item the system makes the Unit field unavailable. To change the business unit, save the count and then you can enter a different business unit.

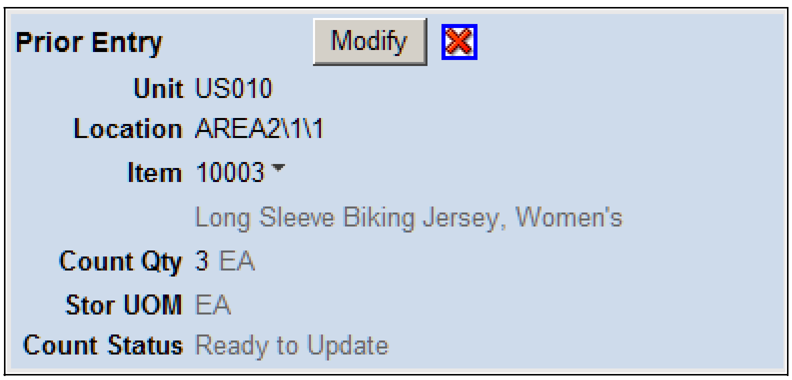
2. Enter a count quantity.

3. Click the Count button or tab out of the Count Qty field to initiate the Count feature.

   The system adds the item count and updates the Last Item Counted table. After defining all items for the count, you can review, update count quantities and delete items from the count using the Display All link.

4. Click the Save button.

To update a manual count that has been saved, you must use the Update Manual Count page within the PeopleSoft Inventory application.



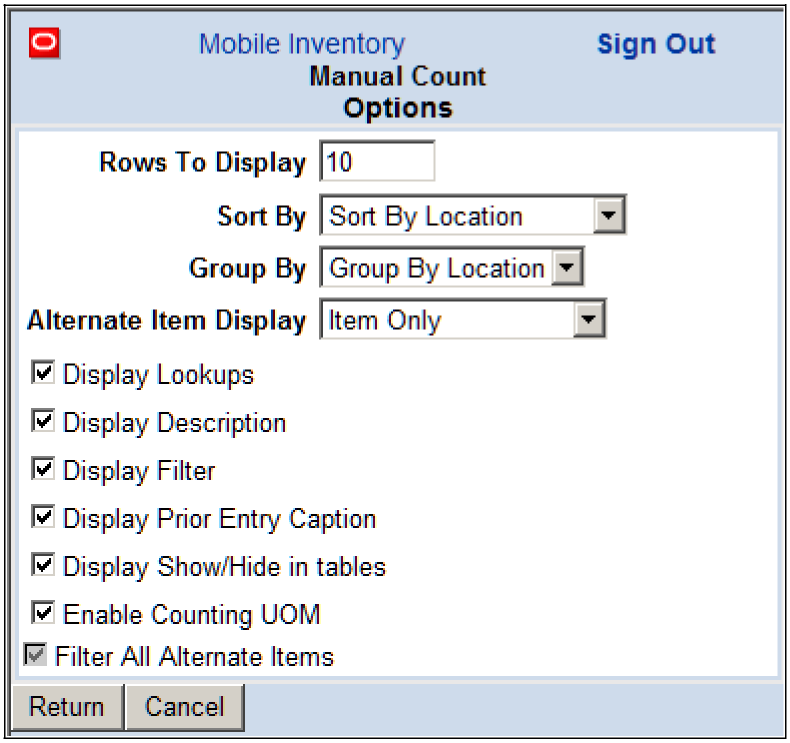
Prior Entry section of the Manual Count page

Note. Counting a lot- or serial-controlled item behaves exactly the same as if counting an item in a guided count. For more information about counting a lot- or serial-controlled item, see the "Adding Lot-Controlled Items to Guided Counts" or "Adding Serial-Controlled Items to Guided Counts" sections.

You use manual count to manually count items at a location and send the information back to the PeopleSoft Inventory system.

Changing Manual Count Options

Access the Manual Count - Options page (click the Options link on a Manual Count page).

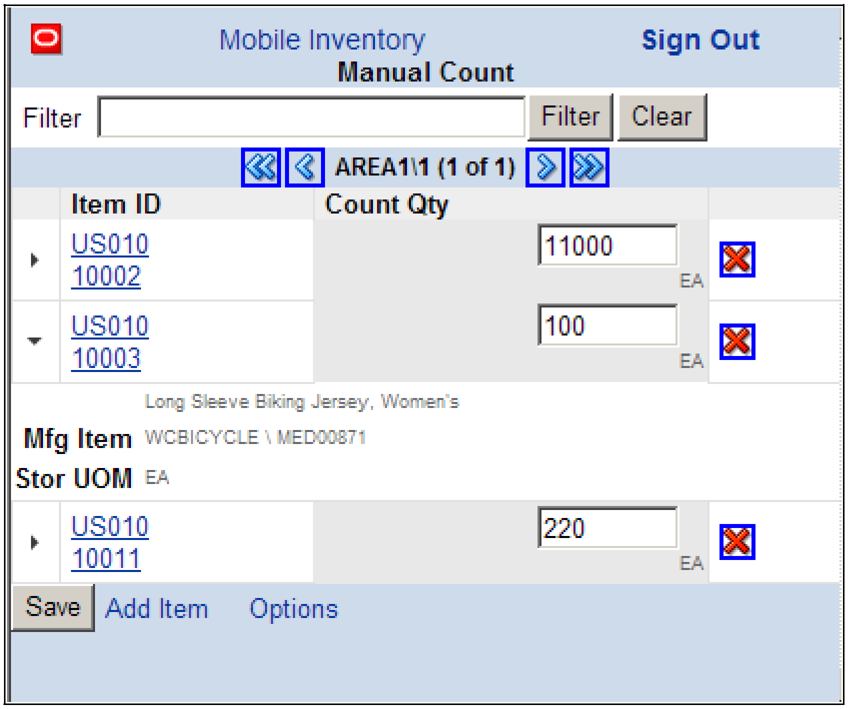


Manual Count - Options page

Use this page to change processing and display options for manual counts. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

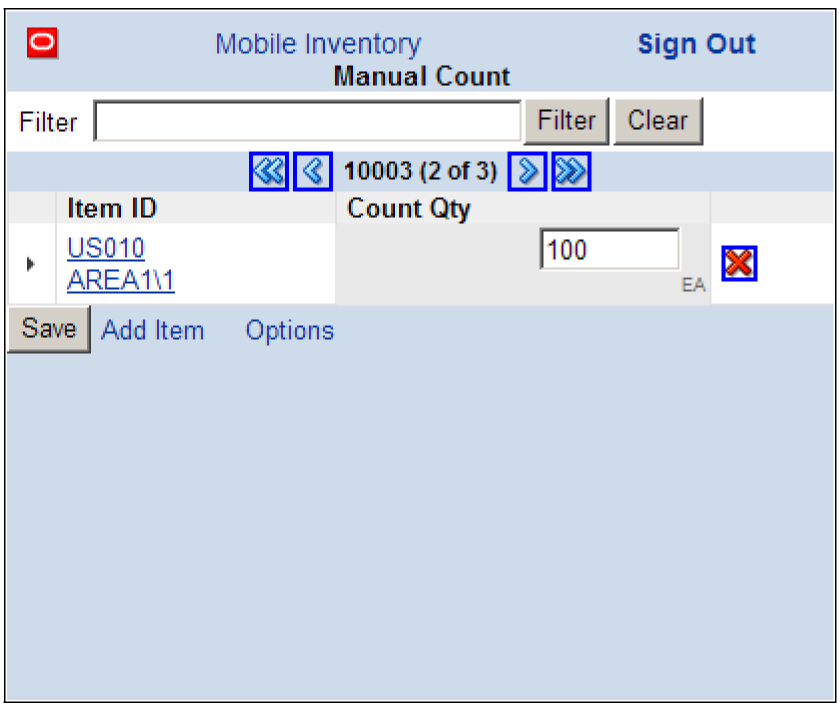
Displaying All Items in a Manual Count

Access the Manual Count display all page (Mobile Inventory, Manual Count and click the Display All link).



Manual Count page with Display All selected (1 of 2)

The above page used the group by location feature on the Manual Count-Options page (the *Group By Location* option in the Group By field).



Manual Count page with Display All selected (2 of 2)

The above page used the group by item feature on the Manual Count-Options page (the *Group By Item* option in the Group By field).

You use this page to view all items that have been selected for a manual count. When you work with a list of items you can review items and their locations that will be counted when you save the count.

You can also view additional item details, update item counts, and delete items from the count. In addition, you can click on the Business Unit or Location links for an item to access and update that item. This is useful when you are updating a serial-controlled item.

Click the Save button to save the count to the PeopleSoft Inventory system.

See Also

Chapter 8, "Counting Inventory Stock Using Mobile Devices," Displaying All Items in Guided Counts, page 175

Chapter 9

Using Mobile Express Issue

This chapter provides an overview of Mobile Express Issue using PeopleSoft Mobile Inventory Management and discusses how to:

- Set up the PeopleSoft system for express issue.
- Process internal express issues using a mobile device.

Understanding Express Issue Using PeopleSoft Mobile Inventory Management

Mobile Inventory supports an internal express issue where you create an internal order online and reserve, pick, and ship the stock in one step. Internal orders are orders for a department or location within an organization. The mobile Express Issue task flow leverages the functionality of the Express Issue component in PeopleSoft Inventory.

Errors returned by the component interface display on the mobile device, but warnings and informational messages are not displayed. The express issue transaction is not meant for entering a high number of receipts in a single transaction.

See *PeopleSoft Inventory 9.1 PeopleBook*, "Creating Orders for Fulfillment," Creating Online Orders Using Express Issue in PeopleSoft Inventory.

To perform an internal express issue using a mobile device:

1. On the PeopleSoft Mobile Inventory Management menu, select the Express Issue task flow.
2. Use the Express Issue page to initiate an internal express issue by defining the business unit, order number, location and issue quantity.
3. After entering issue information, click the Add Line button to add the line to the express issue.

   The system adds the line, updates the Line Selection table with the next line number. If you have selected the Prior Entry Caption in the Options page, then the system displays your last transaction in the Prior Entry box at the bottom of the page.
4. After adding the line, click the Save button.

   The system displays the Issue Created page. The page displays the business unit, the new order number, the new shipping ID, and whether the Inventory Depletion process has bee scheduled and its process instance number.

5. Click the OK button on the Issue Created page.

   The system processes the internal express issue and updates the PeopleSoft Inventory system with the order that you just created.

Transaction lines on the mobile device are available for update until you save the transaction. When you save the transaction, the device sends the information to the Component Interface, which formats the data for processing by the PeopleSoft Inventory system Express Issue component. The interface sends any error messages issued by the PeopleSoft Express Issue component back to the mobile device.

Lot and serial transactions are not currently supported by the Express Issue task flow transactions.

If an entry results in a negative inventory situation, and negative inventory is not allowed for the business unit, an error displays. If negative inventory is allowed, the system does not issue a message and saves the transaction.

After you save the transaction, the system:

- Displays a message on the device with the new order number.
- Displays a message indicating that the Inventory Depletion process has been scheduled and its process instance number, if the system has been set up to submit the depletions at save time.
- Displays the Express Issue page for input of a new transaction.

Setting Up the PeopleSoft System for Mobile Express Issue

When you use Mobile Inventory to perform internal express issues, you use information that has been established in the PeopleSoft Inventory system. This section discusses how to:

- Define express issue installation options.
- Setup express issue user preferences.

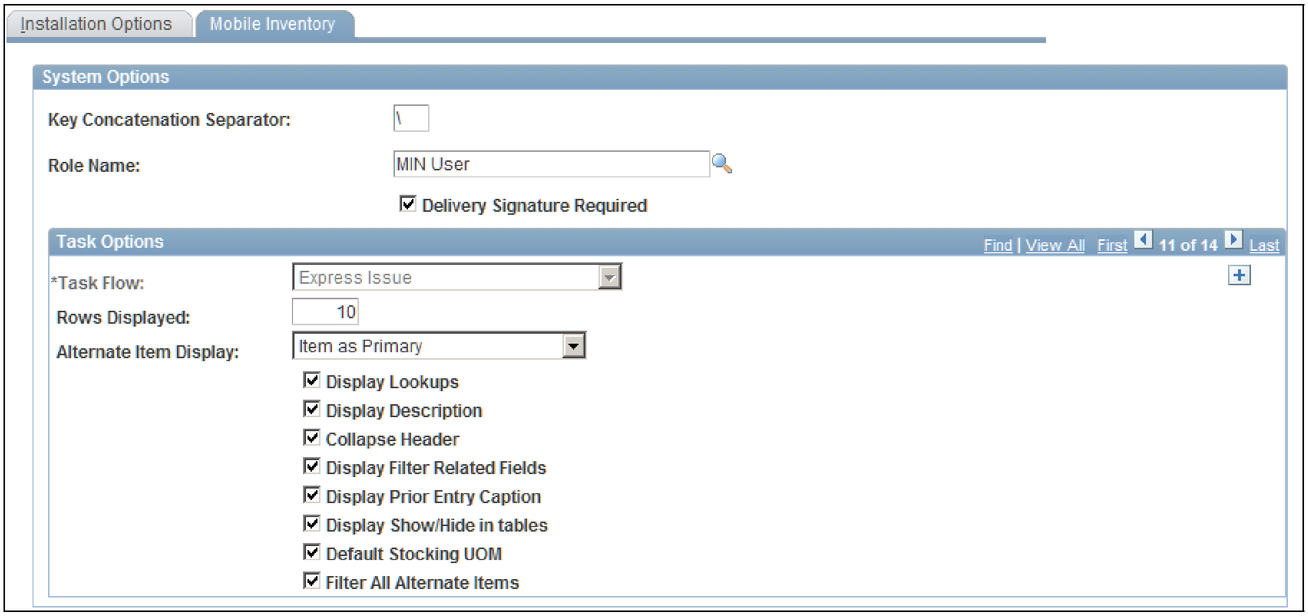
Pages Used to Set Up the PeopleSoft System for Mobile Express Issue

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, and select the Express Issue task flow	Define express issue installation options.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Mobile Inventory, and select the Express Issue task flow	Set up express issue user preferences.

Page Name	*Definition Name*	*Navigation*	*Usage*
Define User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Overall Preferences	Use the Business Unit field to define the default Inventory business unit used on the Express Issue page.
Setup Component Interfaces	MIN_CMPINTFC	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Component Interfaces	Define the component interface for the Express Issue mobile page. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," page 5.
Setup Mobile Services	MIN_SERVICES	Set Up Financials/Supply Chain, Product Related, Inventory Mobile, Setup Mobile Services	Identify and setup the PeopleSoft Integration Broker services to be used with the Express Issue task flow.

Defining Express Issue Installation Options

Access the Installation Options - Mobile Inventory: Express Issue task flow page (Set Up Financials/Supply Chain, Install, Installation Options, and select the Express Issue task flow).



Installation Options - Mobile Inventory: Express Issue task flow page

You use installation options to define default values for Mobile Express Issue pages in the PeopleSoft system and to control the behavior of the transaction.

Task Flow

Identifies the Mobile Inventory Management task flow that uses the settings on this page. Enter the value of Express Issue to define installation-level options for the Express Issue page.

Rows Displayed

Enter the maximum number of items to display on the Express Issue page. You can update this value using the Options table on the Express Issue page.

Display Lookups

Select to display the Lookup icon for the fields on the Express Issue page. The Lookup icon enables you to view a list of values and select one.

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: *Alternate Only, Alternate as Primary,Item Only,* and *Item as Primary.*

For more information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Display Description

Select to display the item descriptions on the Express Issues page when using a mobile device.

Collapse Header

Select to indicate that the header should be collapsed. You can also change the setting using the Options table on the Express Issue page.

Display Filter Related Fields	Select this check box to display the Filter field and Filter button on the Express Issue page. Deselect this check box to remove the filter functionality from the pages.
Display Prior Entry Caption	Select this check box to display your last transaction in the Prior Entry box when you are adding items for an express issue.
Display Show/Hide in tables	Select to display the Show and Hide options for express issue pages. The options make it possible for you to expand and collapse extra line information in tables.
Default Stocking UOM (default stocking unit of measure)	Select to display the unit of measure used to as the stocking unit of measure. When you select the check box, the Default Stocking UOM field appears on the Express Issue page. You can use the Options link on that page to change the setting.
Filter All Alternate Items	Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table. Deselect to indicate that the system should not use alternate item identifiers to filter the table. This can improve system performance for the task flow.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Using the Mobile Inventory Installation Page, page 13.

Defining User Preferences for Express Issues

Access the Express Issue Details page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Mobile Inventory, and select the Express Issue task flow).

The values on this page are the same as those on the installation options page. Select the Use Installation Values check box to apply the values from the Installation Options – Mobile Inventory page for the Express Issue task flow. When you click the check box, the display options on this page are no longer available.

See Chapter 9, "Using Mobile Express Issue," Defining Express Issue Installation Options, page 195.

Processing Internal Express Issues on a Mobile Device

This section discusses how to:

- Enter header information for an internal express issue.
- Define line information for an internal express issue.
- View multiple lines in an internal express issue.
- Update express issue options.

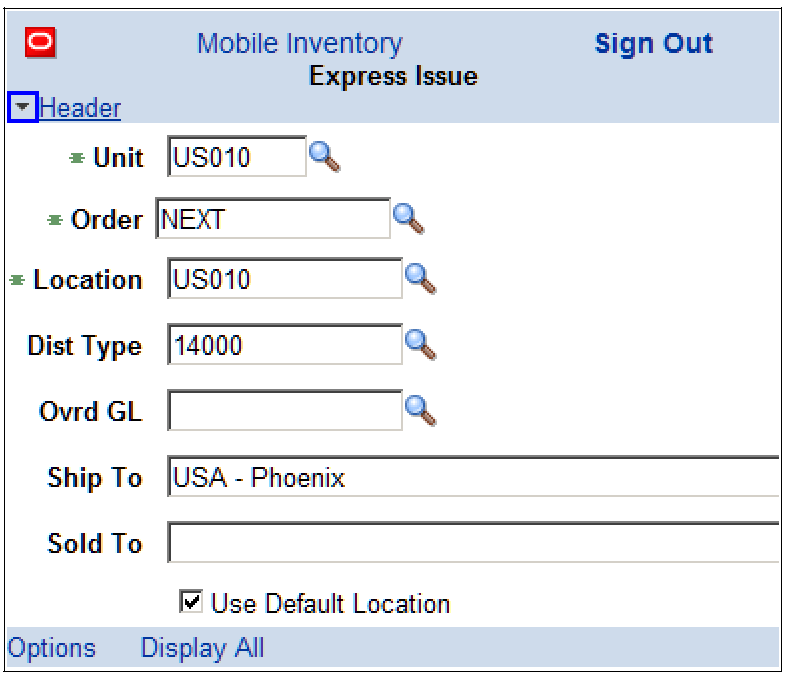
Pages Used to Process Internal Express Issues on a Mobile Device

Use these pages to process express issues.

Page Name	***Navigation***	***Usage***
Express Issue	Mobile Inventory, Express Issue, and click the Header Expand button	Enter header internal express issue.
Express Issue with line information	Mobile Inventory, Express Issue, and collapse the header	Define line information for express issues.
Express Issue with display all view	Mobile Inventory, Express Issue, and click the Display All link.	View multiple lines on the express issue order.
Express Issue with options	Mobile Inventory, Internal Issue, and click the Options link	Update express issue options.

Entering Header Information for an Internal Express Issue

Access the Express Issue page with header information (Mobile Inventory, Express Issue, and click the Header link).



Express Issue - Header page with header information

When you access the Express Issue page, the system provides default values from the PeopleSoft Inventory system installation or user preferences set up pages. To view all of the default settings, click the Options link.

Note. If the header is collapsed when you access the Express Issue page, click the Expand icon to view header information.

Use the Express Issue page to initiate an internal express issue. Depending on how user preferences and installation options are defined for the Express Issue task flow, the header can display as collapsed or expanded. Click the Collapse header icon if you want to close the Header table. After you add an item to the issue, the Prior Entry table appears on the page for informational purposes.

Unit

Displays the default business unit established for the user. You can select another business unit in which to create an internal express issue. After you enter add a line, the Business Unit field becomes a display only field.

 **Lookup icon**

Click the Lookup icon to access the Look Up Business Unit page where you can search for a business unit.

Order

Enter an order number. If you're using autonumbering, the order number is either NEXT or the starting sequence that you entered. The combination of inventory business unit, demand source, source business unit, and order number will identify a specific order in fulfillment.

Location

Displays the location associated with the user's default business unit as defined in the PeopleSoft Inventory user preferences. If you change the business unit in the header information, the system changes the location to that business unit's location.

Dist Type (distribution type)

Displays the distribution type if a default value is available. The distribution type is based on the transaction type. You can override the value.

Ovrd GL

If this is an interunit expensed issue, you can enter a new General Ledger business unit against which the transaction is costed.

The system validates the destination business unit's ChartFields against the new value and costs the issue using the defined interunit transfer price.

Ship To(ship to customer)

Enter a ship-to customer.

Sold To (sold to customer)

Enter a sold-to customer. The field is used with the Ship To Cust field to define the correct shipping information.

Use Default Location

Select this check box to enable the system to select a Storage Location field value when you do not enter a value. The system attempts to pick from the item's default putaway location.

Options

Click this link to access the display options that you can define for use with Express Issue pages. The values for express issue options are initially set using the installation values or user preferences. You can update the values.

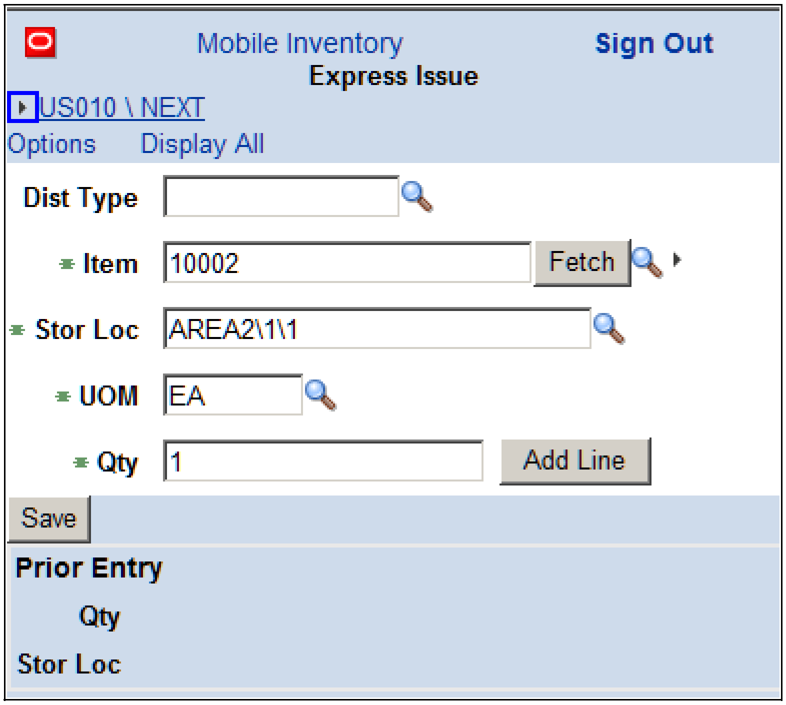
The system immediately applies your selections when you return to this page.

See Chapter 9, "Using Mobile Express Issue," Updating Express Issue Options, page 202.

Display All — Click this link to access the Express Issue display all page where you can view multiple order lines together.

Defining Line Information for an Internal Express Issue

Access the Express Issue page with line information (Mobile Inventory, Express Issue, and scroll to the Line Information table).



Express Issue page with line information

Use the Line Information table to enter express issue order and item information.

Dist Type (distribution type) — Enter a distribution type if you want to override the distribution type header-level value, otherwise, the system automatically tabs past this field. If a distribution type value does not exist in the header, this field appears blank.

Item

Select or enter an item ID for which you want to create an internal express issue.

The item's description appears below the item. When you deselect the Display Description check box, the item's description does not appear. Also, if an item's description is blank, a description does not appear.

After entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Fetch

Click this button to retrieve the item that you entered. When you click Fetch, the system verifies the item ID and refreshes the page and updates the item description. The fetch feature is also initiated when you tab out of the Item ID field.

The item's appropriate default unit of measure and default putaway storage location will also be updated when you click the Fetch button. And, if the Display Description check box is selected the description will be updated.

(Lookup icon)

Click the Lookup icon to access the Look Up Item ID page where you can locate and select an item to include in the express issue.

Stor Loc (storage location)

Enter a storage location or use the Lookup icon to select a location. You can select different storage locations for an express issue. This is a required field.

UOM (unit of measure)

Enter the unit of measure for the item that is being express issued. The system populates this field with the standard UOM if a standard UOM is defined for the item and storage location. You can change the value in this field by entering a new value or using the lookup icon.

Qty

Enter the amount that you want to issue.

Add Line

Click to add another item to this express issue. When you click the button, the system verifies and adds the current item to the internal issue, updates the Prior Entry table with the current item, and displays a new page where you can enter another item ID to this order. The Add Line feature is also initiated when you tab out of the Qty field.

When adding a line with the same item as the previous line, the previous UOM and storage location are automatically applied as default values to the new line.

See *PeopleSoft Mobile Inventory Management,* Using Mobile Express Issue, Processing Internal Express Issues on a Mobile Device, Adding Lines to Express Issues

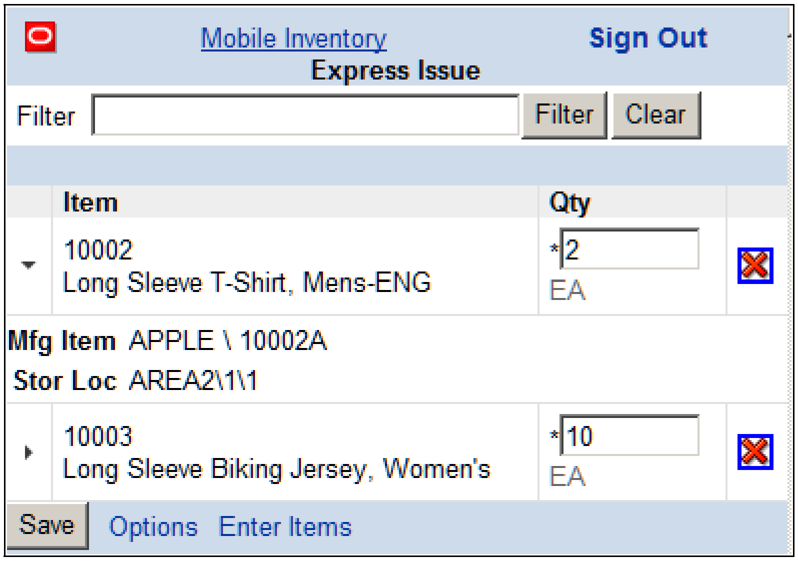
Save

Click to save the current express issue transaction. An order number is assigned and the page is refreshed for you next order. Once an order has been saved, you cannot change the order since it has already started the shipping process in PeopleSoft Inventory.

Prior Entry (group box) — The Prior Entry group box displays information about the last order line entered into this order when you clicked the Add Line button. The line information includes the item ID, quantity ordered, item description, order line number, and picking storage location. Use the Modify button to retrieve this line and edit the information. Click the Delete icon to remove this line from the order.

Viewing Multiple Lines in an Internal Express Issue

Access the Express Issue display all page (click the Display All link on the Express Issue page).



Express Issue page when the Display All link is selected

Use this page to view and work with multiple order lines within your express issue order. The order quantity for a line can be changed on this page.

Expand — Click to view additional line details, including the order line number and the picking storage location.

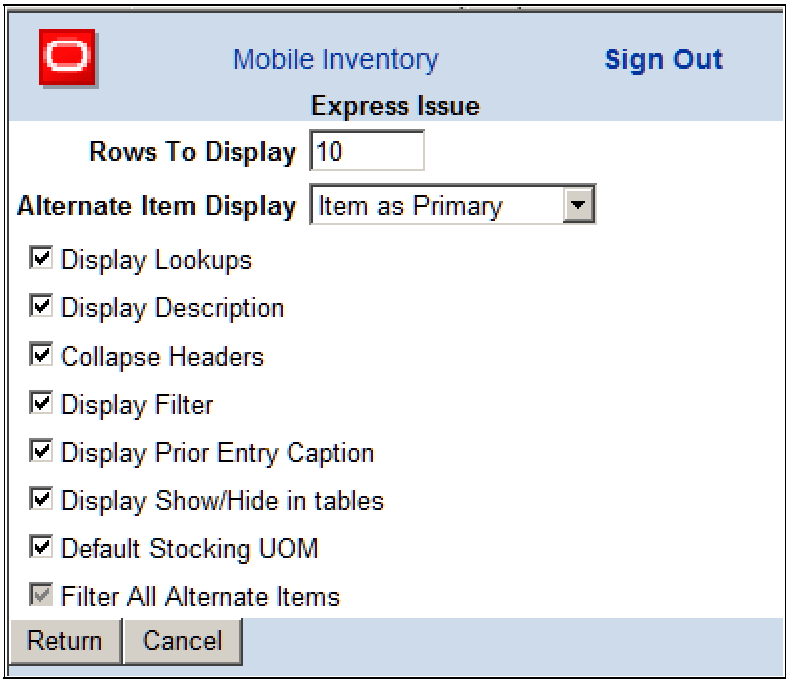
Delete — Click to delete the item from the express issue.

Save — Click to submit your express issue order

Enter Items — Click to return to the primary Express Issue page.

Updating Express Issue Options

Access the Express Issue with Options page (click the Options link on the Express Issue page).



Express Issue - Options page

You use the Express Issues options page to update the display values for Express Issue task flow pages. The page initially appears with the default settings from the PeopleSoft system installation options or user preference settings.

You can select or deselect the check boxes as needed. Upon completing the current session using the Express Issue task flow and exiting the page, any updates that you make to the options are replaced by the system-defined options. When you select or deselect a check box, the update goes into effect immediately when you click the Return button.

To not make any updates that you may have selected or deselected, click the Cancel button. The system returns to the Express Issue page without applying the changes.

See Also

Chapter 9, "Using Mobile Express Issue," Defining Express Issue Installation Options, page 195

Chapter 10

Using Mobile Inventory Adjustments

This chapter discusses how to perform inventory adjustments using a mobile device.

- Set up options for the adjustment task flow.
- Perform inventory adjustments using a mobile device.

Setting Up Options for the Adjustment Task Flow

This section discusses how to:

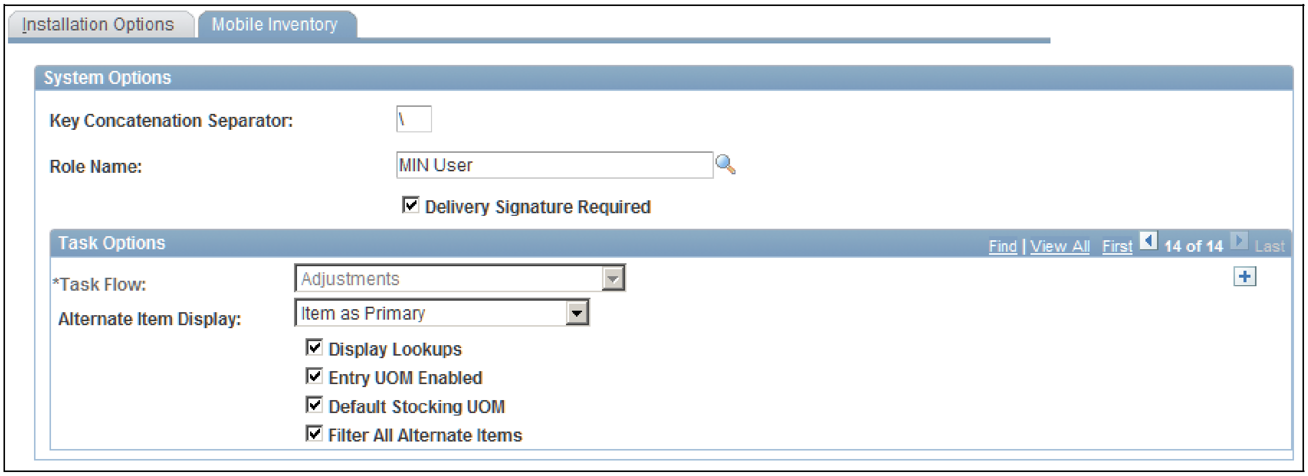
- Define installation options for adjustments.
- Define user preferences for adjustments.

Pages Used to Set up Options for the Adjustment Task Flow

Page Name	***Definition Name***	***Navigation***	***Usage***
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Adjustment in the Task Flow field.	Define installation options for the adjustment task flow.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, Define User Preferences, Mobile Inventory. Select Adjustment in the Task Flow field.	Define user preferences for the adjustment task flow.

Defining Installation Options for Adjustments

Access the Installation Options - Mobile Inventory page (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Adjustment in the Task Flow field).



Installation Options - Mobile Inventory page for the Adjustments task flow

Use this page to set up default options for adjustments at the installation level for mobile devices.

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: *Alternate Only*, *Alternate as Primary*, *Item Only*, and *Item as Primary*.

For more information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Display Lookups

Select this check box to indicate that Lookup icons for fields in this task flow are to be displayed on the Mobile Inventory - Adjustments page. The Lookup icon enables you to view a list of values and select one.

Entry UOM Enabled (entry unit of measure enabled)

Select this check box to indicate that the Entry UOM field is to be displayed on the Mobile Inventory - Adjustments page.

Default Stocking UOM

Select this check box to indicate that when item information is returned on the Mobile Inventory - Adjustments page, the default stocking UOM is to be used as the default UOM for the item, instead of the standard UOM.

Filter All Alternate Items

Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table.

Deselect to indicate that only the item ID is to be used for filtering, which also improves system performance.

Defining User Preferences for Adjustments

Access the User Preferences - Mobile Inventory page (Set Up Financials/Supply Chain, Common Definitions, Define User Preferences, Mobile Inventory. Select Adjustment in the Task Flow field).

Use this page to define adjustment options for an individual user. The fields on this page are the same as the Installation Options - Mobile Inventory page for the same task flow. This page is optional; the Installation Options - Mobile Inventory page for the same task flow is used when a user ID does not have this page defined or when the Use Installation Values check box is selected.

See Chapter 10, "Using Mobile Inventory Adjustments," Defining Installation Options for Adjustments, page 205.

Performing Inventory Adjustments

This section discusses how to:

- Perform inventory adjustments.
- Change adjustment options for the session.

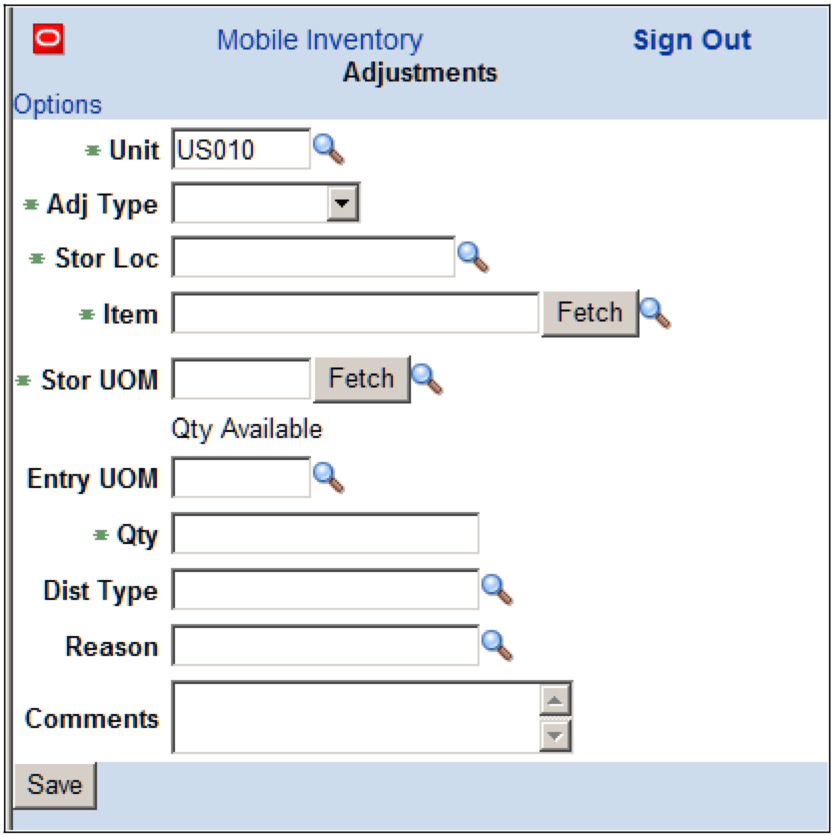
Pages Used to Perform Inventory Adjustments

Use these pages to perform inventory adjustments:

Page Name	***Navigation***	***Usage***
Adjustments	Mobile Inventory, Adjustments	Perform inventory adjustments.
Adjustment: Options	Mobile Inventory, Adjustments. Click the Options link.	Change adjustment options for the session.

Performing Inventory Adjustments

Access the Adjustments page (Mobile Inventory, Adjustments).



Adjustments page

Options

Click to access the Options page.

Unit

Enter the business unit for which the item belongs. The system automatically displays the default business unit from the operator ID, but it can be changed.

Adj Type (adjustment type)

Enter or select an adjustment type. Valid values include:

- *Decrease* (decrease inventory stock quantity)
- *Increase* (increase inventory stock quantity) When you increase inventory stock using this adjustment type, the new quantity is costed using the Default Actual Cost field on the Define Business Unit Item - General: Common page.
- *Misc Issue* (miscellaneous issue)
- *Misc Return* (miscellaneous return)
- *Scrap* (destroy inventory stock quantity)

Stor Loc (storage location)

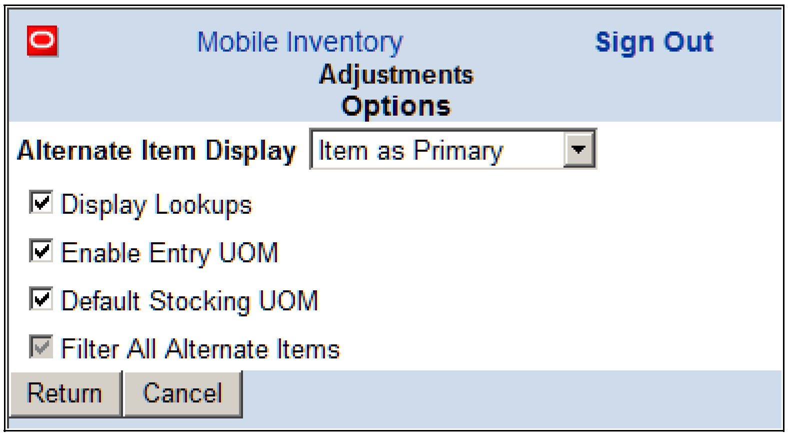
Enter or search for a valid storage location for the item.

Item	Enter the item to which you want to adjust for the business unit. After the Unit and Item Id fields are entered, you can click the Fetch button to display the description, Alternate Item, and Mfg Item fields. If entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow. See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.
Lot ID	Enter or search for a lot ID for lot-controlled items. This field is only displayed when a lot-controlled item is entered.
Stor UOM (storage unit of measure)	Change or search for the UOM for which the item is stored in the business unit. This is the transaction unit of measure or the unit of measure for the physical storage location. This value automatically defaults when you tab out of the Item field or click the Fetch button. The system displays the default stocking UOM if the Default Stocking UOM check box is selected on the Installation Options - Mobile Inventory page (or the User Preferences - Mobile Inventory page) for the adjustments task flow. The unit of measure that is displayed to the right of the Qty (quantity) field defaults to this value unless you enter a value in the Entry UOM field. When you click the Fetch button next to this field, the system automatically displays the quantity available for the item in the Qty Available field, within the selected storage location.
Qty Available (quantity available)	View the quantity of the available quantity within the storage location selected. This is a display only field.
Entry UOM (entry unit of measure)	Change or search for the UOM for which you want to enter the quantity in the Qty field. This field defaults to the storage UOM and is used to change the UOM for the adjustment transaction for only this session. This field enables you to enter the adjustment quantity in a different unit of measure than the actual transaction UOM (storage UOM). This field displays only when the Entry UOM Enabled field is selected on the Installation Options - Mobile Inventory page (or the User Preferences - Mobile Inventory page) for the task flow.
Qty (quantity)	Enter a positive number. The option in the Adjust Type field determines whether the system increases or decreases the quantity
Dist Type (distribution type)	Enter or search for a valid distribution type. The selected distribution type is validated when you save. If you leave this field blank, then the system uses the default distribution type that is defined for the business unit when the Mobile Adjustment page is saved.
Reason	Enter or select a valid reason code. This field defines the need for the adjustment. Reason codes are defined on the Reason Code page.

Comments	Enter a comment using up to 254 characters for the adjustment transaction. Comments are written to the TRANSACTION_INV table.
Save	Click to save the adjustment. The system performs validations on the transaction. If there are no errors, the system displays a confirmation message. If an error occurs, the system displays an error message allowing you to correct the error and save again.

Changing Adjustment Options for the Session

Access the Adjustment: Options page (Mobile Inventory, Adjustments. Click the Options link).



Adjustment: Options page

Use this page to change processing and display options for adjustments . The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

To save changes, click the Return button.

Chapter 11

Using Mobile Inventory to Move Stock

This chapter discusses how to:

- Set up options for bin to bin transfers.
- Transfer stock using a mobile device.

Setting Up Options for Bin to Bin Transfers

This section discusses how to:

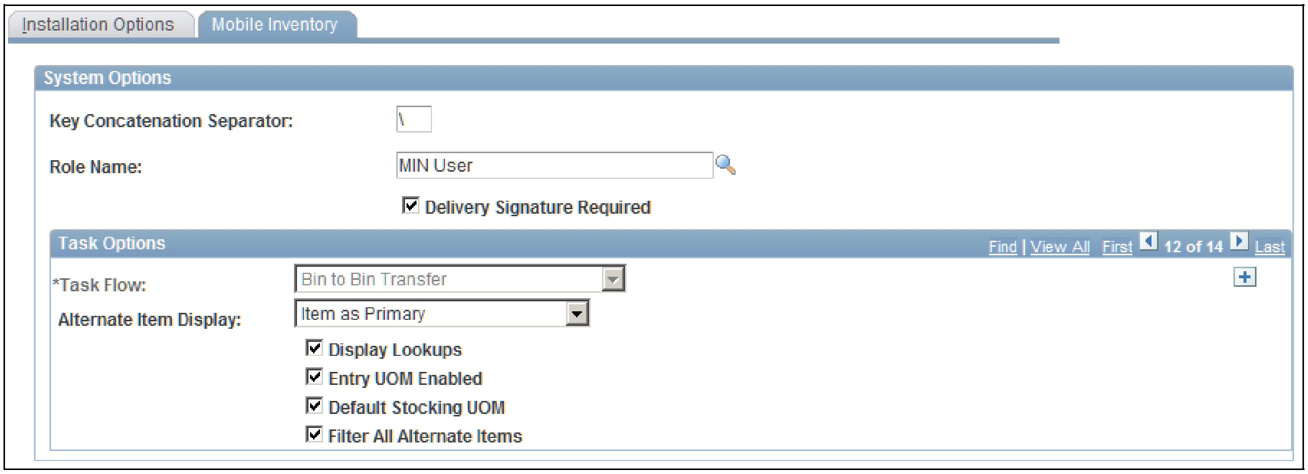
- Define installation options for bin to bin transfers.
- Define user preferences for bin to bin transfers.

Pages Used to Set up Options for Bin to Bin Transfers

Page Name	*Definition Name*	*Navigation*	*Usage*
Installation Options - Mobile Inventory	INSTALLATION_MIN	Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Bin to Bin Transfer in the Task Flow field.	Define installation options for the bin to bin transfer task flow.
User Preferences - Mobile Inventory	MIN_USER_TASK_OPT	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory. Select Bin to Bin Transfer in the Task Flow field.	Define user preferences for the bin to bin transfer task flow.

Defining Installation Options for Bin to Bin Transfers

Access the Installation Options - Mobile Inventory page for the bin to bin transfer task flow (Set Up Financials/Supply Chain, Install, Installation Options, Mobile Inventory. Select Bin to Bin Transfer in the Task Flow field).



Installation Options - Mobile Inventory page (Bin to Bin Transfer task flow)

Use this page to set up default options for bin to bin transfers at the installation level for mobile devices.

Alternate Item Display

Select an option that indicates how an item, alternate item, or both are displayed when an alternate item is specified for the transaction. Options include: *Alternate Only*,*Alternate as Primary*, *Item Only*, and *Item as Primary*.

For more information about alternate items:

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

Display Lookups

Select this check box to indicate that Lookup icons for fields in this task flow are to be displayed on the Mobile Inventory - Bin to Bin Transfer page. The Lookup icon enables you to view a list of values and select one.

Entry UOM Enabled (entry unit of measure enabled)

Select this check box to indicate that the Entry UOM field is to be displayed on the Mobile Inventory - Bin to Bin Transfer page. If this option is not selected, you can only use the Stor UOM (storage unit of measure) field on the Mobile Inventory - Bin to Bin Transfer page.

Default Stocking UOM (default stocking unit of measure)

Select this check box to indicate that when item information is returned on the Mobile Inventory - Bin to Bin Transfer page, the default stocking UOM is to be used as the default UOM for the item, instead of the standard UOM.

Filter All Alternate Items

Select to indicate that you want the system to search through all possible alternate items when filtering a table. If an alternate item identifier is entered in the Filter field, the item ID (MASTER_ITEM_TBL) that matches the alternate is shown in the table.

Deselect to indicate that only the item ID is to be used for filtering, which also improves system performance.

Defining User Preferences for Bin to Bin Transfers

Access the User Preferences - Mobile Inventory page for the bin to bin transfer task flow (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Mobile Inventory. Select Bin to Bin Transfer in the Task Flow field).

Use this page to define bin to bin transfer options for an individual user. The fields on this page are the same as the Installation Options - Mobile Inventory page for the same task flow. This page is optional; the Installation Options - Mobile Inventory page for the same task flow is used when a user ID does not have this page defined or when the Use Installation Values check box is selected.

See Chapter 11, "Using Mobile Inventory to Move Stock," Defining Installation Options for Bin to Bin Transfers, page 211.

Transferring Stock Using a Mobile Device

This section discusses how to:

- Transfer stock using a mobile device.
- Change transfer options for the session.

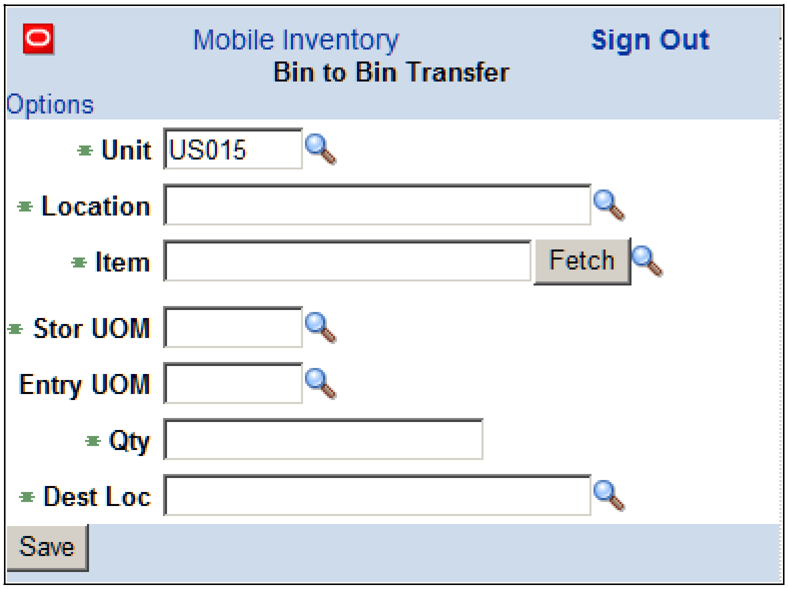
Pages Used to Transfer Stock Using a Mobile Device

Use these pages to transfer stock using a mobile device:

Page Name	***Navigation***	***Usage***
Bin to Bin Transfer	Mobile Inventory, Bin to Bin Transfer	Transfer stock using a mobile device.
Bin to Bin Transfer: Options	Mobile Inventory, Bin to Bin Transfer. Click the Options link.	Change transfer options for the session.

Transferring Stock Using a Mobile Device

Access the Bin to Bin Transfer page (Mobile Inventory, Bin to Bin Transfer).



Bin to Bin Transfer page

Use this page to transfer stock from one storage location to another, using a mobile device.

Options

Click to access the bin to bin transfer options that were defined on the Installation Options - Mobile Inventory page (or the User Preferences - Mobile Inventory page) for the task flow.

If you change any of these options, the change is valid for only this session.

Location

Enter the storage location from which you want to transfer items.

Item

Enter the item that you want to transfer to another location within the business unit.

If entering an alternate identifier in this field, the system may change the value depending on the option selected in the Alternate Item Display field on the Options page for the task flow.

The item description displays below this field when the system fetches the item information.

See Chapter 2, "Setting Up PeopleSoft Mobile Inventory Management," Setting Up Alternative Item Identifiers, page 15.

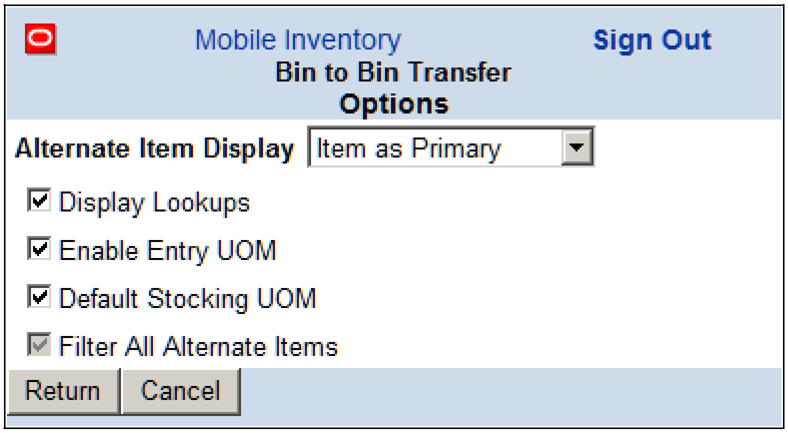
Lot

Enter or select the lot number for a lot controlled item. This field appears only when the user enters a lot controlled item in the Item field and tabs out of the field or clicks the Fetch button.

Stor UOM (storage unit of measure)	Change or search for the UOM for which the item is stored in the business unit. This is the transaction unit of measure or the unit of measure for the physical storage location. This value automatically appears when you tab out of the Item field or click the Fetch button. The system displays the default stocking UOM if the Default Stocking UOM check box is selected on the Installation Options - Mobile Inventory page (or the User Preferences - Mobile Inventory page) for the bin to bin transfer task flow. The unit of measure that is displayed to the right of the Qty (quantity) field defaults to this value unless you enter a value in the Entry UOM field. See Chapter 11, "Using Mobile Inventory to Move Stock," Setting Up Options for Bin to Bin Transfers, page 211.
Entry UOM (entry unit of measure)	Change or search for the UOM for which you want to enter the quantity in the Qty field. This field defaults to the storage UOM and is used to change the UOM for the transfer transaction for only this session. This field enables you to enter the transfer quantity in a different unit of measure than the actual transaction UOM (storage UOM). This field displays only when the Entry UOM Enabled field is selected on the Installation Options - Mobile Inventory page (or the User Preferences - Mobile Inventory page) for the task flow.
Qty (quantity)	Enter the item quantity to which you want to transfer.
Dest Loc (destination location)	Enter the storage location to which you want to transfer items.
Save	Click to save the transfer. The system performs validations on the transaction. If there are no errors, the system displays a confirmation message. If an error occurs, the system displays an error message allowing you to correct the error and save again.

Changing Transfer Options for the Session

Access the Bin to Bin Transfer: Options page (Mobile Inventory, Bin to Bin Transfer. Click the Options link).



Bin to Bin Transfer: Options page

Use this page to change processing and display options for bin to bin transfers. The settings on this page default from the Installation Options - Mobile Inventory or the User Preferences - Mobile Inventory page for the task flow. Most fields can be changed for the session.

To save changes, click the Return button.

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