FIN 501: Inventory Warehouse Requestors

BEST Advantage System – Financial Training Course Guide

Version 2.0 – 5/3/2019

Business Enhancement System Transformation
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1 About This Course

1.1. Course Description

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

Course Elements

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

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

1.2. Course Objectives

The following are the objectives of this course:

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

1.3. Course Contents

The following topics are covered in this course:

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

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

### 1.4. Course Duration

The estimated duration of this course is one hour.

### 1.5. Audience

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

### 1.6. Prerequisites

This course has the following prerequisite:

- FIN-101: Getting Started with Financial OR
- FIN-200: Requisitions
1.7. Terminology

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

Table 1: Terminology

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

1.8. Support

The link for the BEST Advantage System portal is bestportal.lacoe.edu. The portal contains information regarding system availability and links to testing and production environments. The BEST Portal also has a link to the Customer Resource Center (CRC). The CRC has information to support you, including frequently asked questions (FAQs) training course guides, Computer Based Training (CBT), and Quick Reference Guides (QRG). You can access the CRC from the BEST portal.

After reviewing the CRC materials and FIN online help, if you still have questions, please contact the BEST Project Help Desk at (562) 922-8888.
2 Navigation Refresher

Lesson Overview

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

Learning Objectives

After completing this lesson, you will be able to:

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

2.1. Log In to Financial

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

Activity 2.1: Log in to Financial

Scenario

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

Setup

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

Steps

A. Log in to the Financial training environment.
   1. Open the Chrome web browser.
   2. Click the link to the BEST Advantage System - Financial to open the Login page.
3. In the **User ID** field, enter the *value from your data card.*

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

   ![Login Interface]

   User ID and Passwords are case sensitive.

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

   **Activity End**

### 2.2. Documents

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

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

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

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter the document code for the document you want to locate.
4. In the **Doc District/Agency**, enter the District/Agency code.
5. In the **Doc School Location/Dept**, enter the School Location/Department code.
6. Click the **Browse** link.
Activity 2.2: Examine an Existing Document

Scenario
Review an existing Stock Requisition document.

Setup
✓ You are logged in to Financial.

Steps
A. Navigate using the Document Catalog.
   2. Click Document Catalog.

B. Search for a XSRQ document.
   1. In the Code field, enter XSRQ. This is the document code for a Stock Requisition document.
   2. In the Doc District/Agency field, enter 75713.
   3. Click the Browse link to search.
C. Examine the Stock Requisition (XSRQ) Document, and return to the home page.
   1. From the grid of returned results, click the **ID** link of the first document in the list to open the XSRQ document.

   ![Stock Requisition Document]

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

**Activity End**

### 2.3. Inquiry Page

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

**Activity 2.3: Review the Inventory Inquiry Table**

**Scenario**

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

**Setup**

✓ You are logged in to Financial.
**Steps**

A. Navigate to the Inventory Inquiry table.
   1. In the Jump to field, enter **INVNQ**. This is the page code for the Inventory Inquiry page.
   2. Click the Go button to open the **Inventory Inquiry** page.

B. Explore the Quantities Drill Down.
   1. In the **Inventory Inquiry** page, click the Search link to open the search window.
2. In the **Search** window, in the **Warehouse** field, enter **WH75713**.

![Search Window](image)

3. In the **Stock Item** field, enter the **1411507**.

4. In the **Stock Item Suffix** field, enter **056**.

5. Click the **Ok** link to view the results.

6. Review the grid. The page lists the Description, Unit Price and Available Quantity for the stock item.

7. Click the Magnifying Glass icon next to the **Reserved** field.

8. Review the Stock Requisitions (XSRQ) that have reserved a quantity display.

![Inventory Details](image)

9. Click the **Back** link to go back to the Inventory Inquiry page.

10. On the Primary Navigation Panel, click **Home** to return to the home page.

---

**Activity End**
Lesson Summary

Listed below are the key points from this lesson.

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

Check Your Progress

1. The two types of pages reviewed were:
   a. Reports
   b. Inquiry pages
   c. Documents
   d. Forms

2. The login User ID and Password are case sensitive.
   a. True
   b. False
3  Inventory Transactions

Lesson Overview

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

Learning Objectives

After completing this lesson, you will be able to:

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

3.1. Inventory Inquiry

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

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

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

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

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

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

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

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

---

**STOCK REQUISITION**

![Image of Stock Requisition Document](image-url)
**Header Component**

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

**STOCK REQUISITION – HEADER**

![Header Component Image]

**Accounting Distribution Component**

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

**STOCK REQUISITION – ACCOUNTING DISTRIBUTION**

![Accounting Distribution Component Image]
Commodity Component

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

STOCK REQUISITION – COMMODITY
Accounting Component

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

STOCK REQUISITION – ACCOUNTING
**Posting Component**

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

**STOCK REQUISITION – POSTING**

![Posting Component Diagram](image-url)
Procedure Steps: How to Create a Stock Requisition Document

2. Click Document Catalog.
3. Click Create.
4. In the Code field, enter XSRQ.
5. In the Doc School Loc/Dept field, enter the School Location/Department code.
6. Click the Create link to create the XSRQ document.
7. On the Header component, in the Comments field, enter the purpose of the transaction.
8. In the Warehouse field, use the pick list icon to select the warehouse filling the order.
9. In the Requesting Sch Loc/Dept field, select the school location or department making the request.
10. The value for the Issuer ID will default.
11. Click the Delivery Information tab.
12. The Shipping Location field may default based on the Issuer ID. Use the pick list to update the shipping location.
13. In the Scheduled Delivery Date field, enter the requested date for delivery.
14. Click Accounting Distribution.
15. Click the Insert New Line button.
16. Enter the appropriate values in the Chart of Account fields.
17. Click the Commodity component.
18. Click the Insert New Line button.
19. In the Stock Item field, click the pick list to search and select the Stock Item.
20. Click the Save button to infer additional information.
21. In the Requested Quantity field, enter the quantity to be issued.
22. Repeat steps 19-22 to add additional Stock Items to the XSRQ document.
23. Click the Accounting Distribution component.
24. Click the Distribute Accounting button.
25. Accounting lines have been created for each commodity line.
26. Click the Validate button.
27. Correct any errors.
28. Click the Submit button.
Activity 3.2: Create an XSRQ document

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

Setup
✓ You are logged in to Financial.

Steps
A. Create the XSRQ document using the document catalog.
   2. Click Document Catalog to open the Document Catalog.
   3. Click the Create link to switch to the create mode.
   4. In the Code field, enter XSRQ. This is the code for a Stock Requisition document.
   5. In the Doc School Location/Dept, enter 0000000.
   6. Click the Create link to create the XSRQ document.
B. Populate the Header of the XSRQ document.
   1. In the Comments field, enter Office Supplies.
   2. In the Warehouse field, enter WH75713.
   3. In the Requesting School/Loc field, enter 0000000.
4. The **Issuer ID** field infers.

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

D. Add accounting lines.
   1. Click the **Accounting Distribution** component.
   2. Click the **Insert New Line** button.
   3. In the **Distribution %** field, enter **100**. This field can be used for splitting the cost of items to multiple accounting strings.

   ![Accounting Distribution](image)

   4. Tab or scroll to the **Fund** field. Enter **01**.
   5. Tab or scroll to the **Sub Fund** field. Enter **0**.
   6. Tab or scroll to the **Resource** field. Enter **00000**.
   7. Tab or scroll to the **Project Year** field. Enter **0**.
   8. Tab or scroll to the **Goal/Categorical** field. Enter **11100**.
9. Tab or scroll to the **Function/Activity** field. Enter **10000**.
10. Tab or scroll to the **Dist/Agency Object** field. Enter **4310**.
11. Tab or scroll to the **School Location/Dept** field. Enter **7580000**.

12. Click the **Save** button.

E. Add requested Stock Items.

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

6. Click the **Save** button.
F. Create Accounting lines by using Distribute Accounting.
   1. Click the **Accounting Distribution** component.
   2. Click the **Distribute Accounting** button.
   3. Accounting lines have been created for each commodity line.
   4. Click the **Validate** button.
   5. Correct any errors.
   6. Click the **Submit** button.
   7. If the document is going to be approved through workflow the Phase will be Pending; otherwise the Phase will be Final.
   8. In the lower right corner, click the **Close** icon.
   9. On the Primary Navigation Panel, click **Home** to return to the home page.

Activity End
3.3. Cancel a Stock Requisition

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

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

Procedure Steps: How to Cancel a Stock Requisition document

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

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

The SN document has the following components:

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

The Stock Return (SN) document does the following:

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

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

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

---

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

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

STOCK RETURN – HEADER

Commodity Component

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

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

Commodity Detail Component (Not Used)

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

Accounting Component

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

STOCK RETURN – ACCOUNTING
Posting Component

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

STOCK RETURN – POSTING

<table>
<thead>
<tr>
<th>Posting</th>
<th>Date</th>
<th>Exp Date</th>
<th>Posting Lines</th>
<th>Posting Name</th>
<th>Account</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Line 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Information**
- Date: Today
- Exp Date: Permanent
- Journal Posting: Posted
- Account Source: Document
- Account: XXX
- Income Account: XXX
- Income Account ID: XXX

**Fund Accounting**
- Fund Source: XXX
- Fund Source ID: XXX
- Fund Category: XXX
- Fund Category ID: XXX

**Procedure Steps: How to Create a Stock Return Document**

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

*Districts/Aencies will need to determine the specific business process for returning materials to inventory. This procedure may not apply to your district/agency.*
15. In the grid at the top of the section, click the trash can icon to delete any lines not included in the return.
16. In the **Inventory Location** field, select the location the item will be returned to.
17. On the Choose page, select the location with a Location Priority 1.
18. In the **Returned Quantity** field, enter the quantity to be returned.
19. Click the **Validate** button.
20. Correct any errors.
21. Click the **Submit** button.
22. Click the **Close** icon.
23. On the Primary Navigation Panel, click **Home** to return to the home page.

### Activity 3.4: Create a Stock Return Document

**Scenario**

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

**Setup**
- ✔ You are logged in to Financial.

**Steps**

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

![Document Catalog]

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

1. Click the Copy Forward button.
3. Select Target Doc Type of SN.

![Copy Forward]

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

C. Update the Header component

1. In the Header component, click the Returning Information tab.
2. In the **Return Code** field, use to pick list to select **DAMAGE**.

D. Update the Commodity component.

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

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

**Activity End**
Lesson Summary

Listed below are the key points from this lesson.

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

Check Your Progress

1. The XSRQ cannot be modified.
   
   a. True
   
   b. False

2. The best way to create the Stock Return is by creating a SN document from the document catalog.
   
   a. True
   
   b. False
Appendix A - List of Acronyms and Pages

Table 2 lists the acronyms used in this guide.

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

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>Commodity Table</td>
</tr>
<tr>
<td>INVNQ</td>
<td>Inventory Inquiry Table</td>
</tr>
<tr>
<td>SN</td>
<td>Stock Return</td>
</tr>
<tr>
<td>XSRQ</td>
<td>Stock Requisition</td>
</tr>
</tbody>
</table>
Appendix B – References

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

**Table 4: Terminology Crosswalk**

<table>
<thead>
<tr>
<th>PeopleSoft Financial System (PSFS)</th>
<th>BEST Advantage System - Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Distribution (Setup of Offsets and Default Express Account)</td>
<td>Event Type Reference Table (ETYP)</td>
</tr>
<tr>
<td>Adjustment: Average Cost Adjustment</td>
<td>Inventory Adjustment Document (IA)</td>
</tr>
<tr>
<td>Adjustment: Return to Vendor</td>
<td>Inventory Adjustment Document (IA)</td>
</tr>
<tr>
<td>Adjustment: Return to Warehouse</td>
<td>Stock Return Document (SN)</td>
</tr>
<tr>
<td>Budget Check</td>
<td>Budget Control</td>
</tr>
<tr>
<td>Budget Period</td>
<td>Budget Fiscal Year</td>
</tr>
<tr>
<td>Category</td>
<td>Commodity Reference Tables (COMM)</td>
</tr>
<tr>
<td>Chart Field</td>
<td>Chart of Accounts</td>
</tr>
<tr>
<td>Express Issue</td>
<td>Over the Counter Document (OC)</td>
</tr>
<tr>
<td>Express Put-Away</td>
<td>Inventory Adjustment Document, Receiver Standalone – Non-referencing Document (RC)</td>
</tr>
<tr>
<td>Inventory Freeze</td>
<td>Physical Inventory Freeze Reference Table (INVF)</td>
</tr>
<tr>
<td>Item Definition, Item Add, Purchasing Attributes, Item Attributes, Default Put-Away Location, Production Cost</td>
<td>Inventory Maintenance, Inventory Inquiry Inquiries (INVN)</td>
</tr>
<tr>
<td>Material Stock Request (MSR)</td>
<td>Stock Request Document (XSRQ)</td>
</tr>
<tr>
<td>Menu/Sub-Menu Navigation</td>
<td>Page Search / Document Catalog</td>
</tr>
<tr>
<td>n/a</td>
<td>Warehouse Inventory (Bin) Location Reference Table (ILOC)</td>
</tr>
<tr>
<td>PeopleSoft Financial System (PSFS)</td>
<td>BEST Advantage System - Financial</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>n/a</td>
<td>Lead Time Calculation batch process</td>
</tr>
<tr>
<td>PSFS Query – YTD Usage</td>
<td>ABC Classification Parameter Reference Table (ABCP)</td>
</tr>
<tr>
<td>Reason Codes</td>
<td>Return Code Reference Table (RETC)</td>
</tr>
<tr>
<td>Receiver</td>
<td>Receiver Document (RC)</td>
</tr>
<tr>
<td>Re-order Point (manual)</td>
<td>Re-order Point Calculation batch process</td>
</tr>
<tr>
<td>Reserve, Confirm, Pick and Ship, and Deplete</td>
<td>Confirmation Issue Document (CI)</td>
</tr>
<tr>
<td>Reserve, Confirm, Pick and Ship, and Deplete</td>
<td>Pick and Issue Document, Issue Queue Inquiry (PI) (ISSQ)</td>
</tr>
<tr>
<td>Speedchart</td>
<td>Accounting Template (ACTPL)</td>
</tr>
<tr>
<td>Speedcharts with multiple account strings</td>
<td>Accounting Profile (ACTPR)</td>
</tr>
</tbody>
</table>

**Document Navigation**

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

**Table 5: Common Document Icons**

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick List</td>
<td>Provides a list of related reference data items available for selection.</td>
</tr>
<tr>
<td>Rollups</td>
<td>Used to expand and collapse sections of a page. The down arrow expands all of the available sections. The side arrow collapses the sections.</td>
</tr>
</tbody>
</table>

### Icons

Icons used throughout this course are listed in Table 6.

#### Table 6: Icons Used in Course Guide

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Information Icon" /></td>
<td>The <strong>Information</strong> icon identifies key pieces of information that you need to know.</td>
</tr>
<tr>
<td><img src="image" alt="Warning Icon" /></td>
<td>The <strong>Warning</strong> icon identifies important notices such as “once you submit a document, you cannot delete it.”</td>
</tr>
<tr>
<td><img src="image" alt="Reminder Icon" /></td>
<td>The <strong>Reminder</strong> icon identifies hints and tips such as shortcut keys, etc.</td>
</tr>
</tbody>
</table>
Formats
Formatted text is used throughout this course to highlight key fields and information. Definitions are listed in Table 7.

Table 7: Text Formatting in Course Guide

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

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

Lesson 2: Navigation Refresher

1. **b.** and **c.** The two types of pages reviewed were: inquiry pages and documents.

2. **a. True.** Your user ID and password for Financial are case-sensitive.

Lesson 3: Inventory Transactions

1. **a. True.** The XSRQ cannot be modified. If you need to change your order cancel the original document and create a new XSRQ.

2. **b. False.** The Stock Return must be created by copying forward the originating XSQR or OC document.
# Index

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<th>20</th>
</tr>
</thead>
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<td>accounting distribution</td>
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<tr>
<td>accounting profile</td>
<td>20</td>
</tr>
<tr>
<td>acronyms list</td>
<td>36</td>
</tr>
<tr>
<td>action menu</td>
<td>38</td>
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<tr>
<td>activities</td>
<td></td>
</tr>
<tr>
<td>- create SN document</td>
<td>32</td>
</tr>
<tr>
<td>- create XSRQ document</td>
<td>23</td>
</tr>
<tr>
<td>- examine INVNQ table</td>
<td>11</td>
</tr>
<tr>
<td>- examine XSRQ document</td>
<td>10</td>
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<tr>
<td>- log in to Financial</td>
<td>8</td>
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<td>audience</td>
<td>6</td>
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<td>available quantity</td>
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<td>drop-down list</td>
<td>38</td>
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<td>eyeball icon</td>
<td>38</td>
</tr>
<tr>
<td>frozen for accounting</td>
<td>28</td>
</tr>
<tr>
<td>header</td>
<td>18</td>
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<td>help desk</td>
<td>7</td>
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<td></td>
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<td>- in course manual</td>
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<td>- inferred value</td>
<td>7</td>
</tr>
<tr>
<td>- information icon</td>
<td>39</td>
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<tr>
<td>- inquiry</td>
<td>11</td>
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<td>inventory inquiry</td>
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<tr>
<td>- about</td>
<td>15</td>
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<tr>
<td>- search for a stock item</td>
<td>16</td>
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<td>INVNQ table</td>
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<td>- activity</td>
<td>11</td>
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<tr>
<td>- function</td>
<td>15</td>
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<td>- line amount</td>
<td>20</td>
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<tr>
<td>- magnifying glass icon</td>
<td>11</td>
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<td>- maximum issue quantity</td>
<td>17</td>
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<tr>
<td>- minimum issue quantity</td>
<td>17</td>
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<tr>
<td>- navigation icons</td>
<td>38</td>
</tr>
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<td>OC document</td>
<td>28</td>
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<td>over-the-counter</td>
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<td>page code</td>
<td>7</td>
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<td>page search</td>
<td>7</td>
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<td>9</td>
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<td>return material authorization</td>
<td>28</td>
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<td>rollups</td>
<td>39</td>
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<tr>
<td>SN document</td>
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<tr>
<td>- create</td>
<td>31</td>
</tr>
<tr>
<td>- function</td>
<td>28</td>
</tr>
<tr>
<td>standard stock requisition</td>
<td>See XSRQ</td>
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<td>stock item</td>
<td>7</td>
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<tr>
<td>stock item suffix</td>
<td>7</td>
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<tr>
<td>stock return (SN)</td>
<td>28</td>
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<td>terminology crosswalk</td>
<td>37</td>
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<tr>
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<td>7</td>
</tr>
<tr>
<td>training environment</td>
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<tr>
<td>trash can icon</td>
<td>29, 38</td>
</tr>
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<td>user ID</td>
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<td>workflow</td>
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