

Physical Count Instructions

1.

Print IBU's Inventory Value Report – INS7000

Navigation: Cost Accounting – Inventory and Manufacturing Accounting – Reports – Current Inventory Value

Click **Add a New Value** tab to create Run Control

NOTE: Once Run Control is created, click **Find an Existing Value** tab and **Search** button to display Run Control page.

Enter the Name for the Run Control

Run Control ID:

Cap Locks on, No Spaces, use **Underscore** (Shift-hyphen) for word separation.

Click

Enter the following **Report Request Parameters** as indicated below:

Unit: **Appropriate IBU**

Select **'Include Negative Inv Balances'**

Only key/select entries as stated/shown above.

Click

Process Scheduler Request page displays –

Verify **Server Name: PSNT** is selected & **Check box marked** beside IN Inventory Value.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	IN Inventory Value	INS7000	SQR Report	Web	PDF	Distribution

Step 1 continued.

Click

Click [Process Monitor](#) link

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	574726		SQR Report	INS7000	ENDUSER	04/19/2008 6:03:12PM CDT	Processing	N/A	Details

Select button until Process Name **INS7000** Run Status reads **Success**

After Run Status goes to **Success**, click [Go back to Inventory Value](#) link at bottom left

Click [Report Manager](#) link

The **Report Manager** page displays

Select the **Administration** tab (if not already displayed)

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	359626	574726	IN Inventory Value	04/19/2008 6:03:20PM	Acrobat (*.pdf)	Posted	Details

When Status reads **Posted**, select the [IN Inventory Value](#) link to preview INS7000

A separate window opens displaying the **INC7000 INVENTORY VALUE REPORT** document:

Report ID: 359626
Doc Unit: 359626 -- Run Date: 04/19/2008
Base Currency: USD
Exclude Negative Qty Balances

Inventory Value Report
Run Date: 04/19/2008
Run Time: 13:00:00

Item	Method	Quantity On Hand	UOM	Material	Process/Landed	Conversion/Corp. Implg	Other	Unit Cost	Extended Cost
101821	Depo Avg	11.0000	EA	24.20	0.00	0.00	0.00	24.2000	266.2000
101822	Depo Avg	1900.0000	EA	0.11	0.00	0.00	0.00	0.1110	211.0000
101823	Depo Avg	5.0000	EA	16.41	0.00	0.00	0.00	16.4111	82.0445
101827	Depo Avg	49.0000	EA	3.21	0.00	0.00	0.00	3.2141	157.4929

From this window

- Select **File** from the Menu, then **Print – Printer \\IBU CAMPUS \PRINTER**
- The **Print** dialog box displays (choose as many copies to print as needed)

Click

2.

INV_VALUE_REPORT – This query will as close a representation of the **INS7000** as a Management tool in analyzing what is printed on the actual Inventory Value Report. This in combination with the previous query will provide great insight to the overall report inventory of the IBU.

Navigation: Reporting Tools – Query – Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with
Run to Excel

When the query list displays select **Excel** option to obtain a workable printed output.

Business Unit:

SetID:

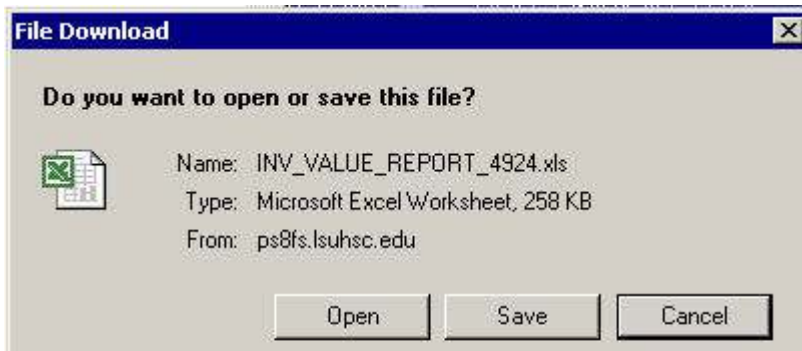
The prompt query page displays:

Enter Business Unit: **Appropriate IBU**

Enter SetID: **Appropriate Item Master Set ID**

Click

The File Download box appears (results in Excel for ease of viewing, work, and print):



Click to display query. Save the Query to your my Documents Folder. Continue with next Step.

3.

Prohibit Materials Movement

Navigation: Set Up Financial/Supply Chain - Business Unit Related – Inventory - Inventory Definition

Business Unit:

Enter Business Unit: **Appropriate IBU**

Click

Check **Prohibit Material Movements**

Click

Business Unit Definition | Business Unit Options | Business Unit Counters | Business Unit Books

Unit: WMDTR W.O. Moss - Dietary
Short Desc: WMDTR

GL Business Unit: W0MM VAT Entity:
AP Business Unit: Journal Template: INVTRANS
Base Currency: USD US Dollar [Update Open Periods](#)
Exchange Rate Type: CRRNT Current
Unit Group:
Location Code: WMDTR W.O. Moss Dietary
Inventory Type: DIET Dietary Warehouse

Sales Orders
BI Unit:

InterUnit Transfers
BI Unit:
Ship To:
Location:
 Flag Items for Auto-Putaway

Facility Status
*Status: Open Prohibit Material Movements

Save Return to Search Notify Add Update/Display

[Business Unit Definition](#) | [Business Unit Options](#) | [Business Unit Counters](#) | [Business Unit Books](#)

4.

Setup Physical Counting Event

Navigation: Inventory – Inventory Counts – Prepare Counting Event – Setup Counting Event

Find an Existing Value Add a New Value

Business Unit: =

Enter Business Unit: **Appropriate IBU**

Click Search

Verify **Count Options** tab entries as shown below:

General Count Options Utilization Types

Unit: IBU

Count Options
 Physical Inventory
 Cycle Count *Cycle Count Option: Selected Cycle Option

Zero Quantity Option: Selected Zero Option As of Transaction Date:

Select Count Options: **Physical Count**

Select Zero Quantity Option: **Choose one of the following**

Exclude Zero Quantity

Include Zero Quantity – When you select this the **As of Transaction Date** must be entered. Choose a date in the past that will all active items to show on the count even if the system currently has a Zero Quantity for the item. Example: Item 107525 currently shows Zero Quantity – however last week the system showed quantity for the item. If you choose a date one week in the past that item will show on the counting event because it had quantity during that time frame.

Click Save

5.

Creating Physical Counting Event

Navigation: Inventory – Inventory Counts – Prepare Counting Event – Create Counting Event

NOTE: Once Run Control is created, click **Find an Existing Value** button to display Run Control page.

Find an Existing Value

tab and

Search

Count Options should display Physical Count

Zero Quantity Option – change to match setting previously created

Event Creation **Cycle Count Options**

Run Control ID: COUNT_EVENT [Report Manager](#) [Process Monitor](#)

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

*Request ID: COUNT
Description: PHYSICAL COUNT

*Unit: IBU

Count Options: **Physical Count**

Zero Quantity Option: Selected Zero Option As of Transaction Date:

Commit Batch: 100

Click

Process Scheduler Request page displays:

Server Name: PSNT Run Date: 04/26/2008
Recurrence: Recurrence Run Time: 1:51:54PM
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	IN Event Creation	INPCCREA	COBOL SQL	(None)	(None)	Distribution

Verify – Server Name: PSNT and Check Box is marked for IN Event Creation

Click

Click [Process Monitor](#) link

Click button until Process Name INPCCREA Run Status is Success.

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	601190	COBOL SQL	INPCCREA	ENDUSER	4/26/2008 1:51:54PM CDT	Success	N/A	Details

Continue with next Step

6.

Creating Counting Sheet –

Navigation: Inventory – Inventory Counts – Prepare Counting Event – Create Counting Sheet

Click **Add a New Value** tab to create Run Control

NOTE: Once Run Control is created, click **Find an Existing Value** tab and **Search** button to display Run Control page.

Enter the Name for the Run Control

Find an Existing Value **Add a New Value**

Run Control ID: COUNT_SHEET

Cap Locks on, No Spaces, use **Underscore** (Shift-hyphen) for word separation.

Click **Add**

Verify Process Request Parameters as shown below:

Counting Sheet

Run Control ID: COUNT_SHEET [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Process Request Parameters Find | View All First 1 of 1 Last

*Request ID: CNTSHEET Unit: IBU

Event ID:

File Name: Look up Event ID (Alt+5)

Max Items:

Print Listing Reprint All Items Create File

Sort By

- Location
- Item ID

Enter/Select:

Unit: **Appropriate IBU**

Event ID: **Click Magnifying Glass – Pick Counting Event ID** listed.

Select **Check Box** for Printing Listing.

Sort By - **Location**

Click **Run**

Process Scheduler Request page displays:

Server Name: PSNT Run Date: 04/26/2008

Recurrence: Recurrence Run Time: 2:23:31 PM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	IN Counting Sheet	INS9051	SQR Report	Web	PDF	Distribution

Verify – Server Name: **PSNT** and **Check Box** is marked for IN Counting Sheet Creation

Click

Click [Report Manager](#) link

Click **Administration** tab

Click button until Description **IN Counting Sheet** Status reads **Posted**.

Report List							
		Customize Find View All		First 1-2 of 2 Last			
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	375492	601191	IN Counting Sheet	04/26/2008 2:27:13PM	Acrobat (*.pdf)	Posted	Details

Click [IN Counting Sheet](#) link

A separate window opens to display the Counting Sheets:

Report ID: J869051
Sys. Unit: LGAC -- LGAC Warehouse - Ambulatory
for counting event 141

PeopleSoft Inventory
COUNTING SHEET BY STORAGE LOCATION
Page No. 1 of 72
Run Date: 04/26/2008
Run Time: 14:27:27

Item ID	Description	Storage Area	QTY	UNIT	DATE	TIME	Quantity	Cost UOM	Tag ID
801489	SHOE COVERS REGULAR	AB	02	A	01	A		CS	6336
802660	CAP BOUFFANT 24" BLUE 5 BX/CS	AB	02	A	01	B		CS	6337
801929	CUP COLD DRINK TOZ	AB	02	A	02	A		CS	6338
801898	TOWEL LINTEREE 105	AB	02	A	03	A		CS	6339
801101	ARMBOARD 1 IN X 6 IN	AB	02	A	03	C		CS	6340

From this window select **File – Print**

Click

The actual physical counting of stock begins

Continue with next Step

7.

Update Counting Event

Navigation: Inventory – Inventory Counts – Perform Count – Update Counting Event

Business Unit: =

Counting Event ID: =

Count Header Status: =

Enter/Select Business Unit: **Appropriate IBU**

Click

Select the **Appropriate Counting Event**

Click on Item Counts tab



Click button

The Fetch page displays:

Fetch Page

Item:

Stor Loc:

Count Item Status

New

Counting

Quantity Entered - Hold

Ready to Update Stock Quantity

Stock Quantity Updated

Canceled

Sort By

Location Item ID Tag ID

Tag ID Range

From Tag ID:

To Tag ID:

Tag ID Range will be entered for a single page at a time (no exceptions)

Enter From Tag ID: **Tag ID from top of page**

Enter To Tag ID: **Tag ID from bottom of page**

Click

The Item Counts page displays.

Counting Event Header | Counting Event History | Counting Event Statistics | **Item Counts**

Unit: IBU Count Start Date: 04/26/2008 Search

Counting Event ID: 141 User ID: ENDUSER

Count Items Find | View All First 1 of 14 Last

*Item ID: 601489

SHOE COVERS REGULAR

Storage Location: AB 02 A 01 A

Storage UOM: CS Container ID:

Qty Reserved: 0.0000 Inv Tag ID: 6536

Count Qty: 0.0000 CS Record Count Quantity of Zero

Date/Time: Needs Reconciliation

*Count Item Status: Counting

Show next row (Alt+.)

KEYING NOTES:

1. Display **ONLY** a single sheet worth of Tag ID (approximately 14 rows)
2. Enter Count Qty then press Tab key once
 - a. Date/Time field will update
 - b. Current Item Status changes Ready to Update Stock Quantity
3. For rows with Zero Value, Check box Record Count Quantity of Zero
4. Reference rows keying by Inv Tag ID
5. Click Blue Arrow (Show next row) to display next record
6. Once all Tag IDs have been keyed per page Click

After each complete page is keyed:

Click to display the Fetch page – Very important how Tag ID is keyed

Enter To Tag ID: **Tag ID from bottom of page**

Enter From Tag ID: **Tag ID from top of page**

Click

The Item Counts page displays repeating Keying Notes 1 – 6 above until all rows have been accounted for by all personnel keying.

Continue with next Step

8.

Physical Count – Reconciliation Report

Navigation: Inventory – Inventory Counts – Reconcile Inventory Balances – Reconciliation Report

Click tab and button to display Run Control page.

Verify Process Request Parameters as shown below:

Reconciliation

Run Control ID: COUNT_RECONCILIATION Report Manager Process Monitor Run

Language: English

Process Request Parameters Find | View All First 1 of 1 Last

*Request ID: RECONCILE Unit: IBU

Event ID: Look up Event ID (Alt+5)

*Request ID: **RECONCILE**

Unit: **Appropriate IBU**

Event ID: **Click Magnifying Glass – Pick Counting Event ID listed.**

Click

Process Scheduler Request page displays:

Server Name: PSNT Run Date: 04/26/2008 B1

Recurrence: [empty] Run Time: 4:16:18PM Reset to Current Date/Time

Time Zone: [empty]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	IN Reconciliation	INS5050	SQR Report	Web	PDF	Distribution

Verify – Server Name: **PSNT** and **Check Box** is marked for IN Reconciliation

Click button until Process Name **INS5050** Distribution Status reads **Posted**.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	601192		SQR Report	INS5050	ENDUSER	04/26/2008 4:16:18PM CDT	Success	Posted	Details

Click [Go back to Reconciliation](#) link

Click [Report Manager](#) link

Click **Administration** tab

Click [IN Reconciliation](#) link

A separate window opens to display the Reconciliation Report

Counting Sheet ID	Item	Brand	Model	Size	Color	Material ID	Acc. ID	Category	Inventory Qty	Count Date & Time	Percent	Current %	Delta %
40388	UNUSUATED JELLY 300 POUND	AD	02	A	04	B			3450.0000 BA	04/26/2008 15:45:24	50.0	-34.21	82.0
40378	3000 OYSTER EXTRA-LARGE	AD	02	A	04	B			2.0000 CB	04/26/2008 15:45:23	80.0	-42.88	
403301	ADMIRAL 2 28 X 6 IN	AD	02	A	03	C			0.0000 BA	04/26/2008 15:44:24	0.0	6.00	28.0
40348	3000 OYSTER REGULAR	AD	02	A	01	A			1.0000 CB	04/26/2008 15:43:34	400.0	288.49	8.0

From this window select **File – Print**

Click 

NOTE: This information can also be obtained in Excel format by using the query INV_COUNT_PRE_POST_RECON. With Excel you can sort by Delta Quantity (which the amount of variance on each item) to give you the items with the greatest variances.

This is the most important step of the Counting Phase. Devote as much time and attention as possible to this step prior to going forward.

9.



Physical Count – Update Stock Quantity

Navigation: Inventory – Inventory Counts – Reconcile Inventory Balances – Update Stock Quantity

Click **Find an Existing Value** tab and  button to display Run Control page.

Verify Process Request Parameters as shown below:

Run Control ID: COUNT_UPDATE_STOCK [Report Manager](#) [Process Monitor](#) 

Process Request Parameters		Find View All	First	1 of 1	Last
Process Frequency <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run		*Request ID: UPDATESTK Description: UPDATE STOCK QUANTITY			
*Unit:	IBU				
*Event ID:					
Commit Batch:		 Look up Event ID (Alt+5)			

Process Frequency – **Always**

*Request ID: **UPDATESTK**

*Unit: **Appropriate IBU**

*Event ID: **Enter Counting Event ID or Click Magnifying Glass**

Commit Batch: 100

Click

Process Scheduler Request page displays:

Server Name: Run Date:
Recurrence: Run Time:
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	IN Stock Quantity Update	INPOPOST	COBOL SQL	(None)	(None)	Distribution

Verify – Server Name: **PSNT** and **Check Box** is marked for IN Stock Quantity Update

Click then Click [Process Monitor](#) link

Click button until Process Name **INPOPOST** Distribution Status is **Posted**.

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	601193	COBOL SQL	INPOPOST	ENDUSER	4/26/2008 4:49:43PM CDT	Success	Posted	Details

Continue with next Step

10.

Verify that Counting Event is at a status of **Finished**

Navigation: Inventory – Inventory Counts – Perform Count – Update Counting Event

Business Unit:
Counting Event ID:
Count Header Status:

Enter/Select Business Unit: **Appropriate IBU**

Click

Look at the column marked Count Header Status – if Counting Event still shows Open see step 10a. If Counting Event shows Finished proceed to step 11.

Search Results

[View All](#)

First 1-100 of 164 [Last](#)

Business Unit	Counting Event ID	Count Header Status	Count	Start Date	User ID
IBU	ID #	Finished		Start Date	user

10a.

Check to see why counting event did not change status to Finished

Navigation: Inventory – Inventory Counts – Perform Count – Update Counting Event

Business Unit: [=] [APPROPRIATE IBU] [Q]

Counting Event ID: [=] []

Count Header Status: [=] []

Enter/Select Business Unit: **Appropriate IBU**

Click [Search] button

Select the **Appropriate Counting Event**

Click on Item Counts tab

[Counting Event Header] [Counting Event History] [Counting Event Statistics] [Item Counts]

Click [Search] button

The Fetch page displays:

Use the Check boxes under Count Item Status and select New, Counting, Quantity Entered-Hold and Ready to Update Stock Quantity.

Fetch Page

Item: [] [Q]

Stor Loc: [] [Q]

Count Item Status <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Counting <input checked="" type="checkbox"/> Quantity Entered - Hold <input checked="" type="checkbox"/> Ready to Update Stock Quantity <input type="checkbox"/> Stock Quantity Updated <input type="checkbox"/> Canceled	Sort By <input checked="" type="radio"/> Location <input type="radio"/> Item ID <input type="radio"/> Tag ID
	Tag ID Range From Tag ID: [] To Tag ID: []

[OK] [Cancel]

Click [OK] button

The Item Counts page displays any items that did not update. Review these items and do one of the following:

1. Enter a count against the Item if one hasn't been entered
2. Check box Record Count Quantity of Zero if item is zero and box was not checked
3. Cancel the Line by changing the Count Item Status to Cancelled

Click [Save] button

Go back to Steps 8-10 until status shows Finished

11.

Prohibit Materials Movement

Navigation: Set Up Financial/Supply Chain - Business Unit Related – Inventory - Inventory Definition

Find an Existing Value **Add a New Value**

Business Unit: [=] [] []

Enter Business Unit: **Appropriate IBU**

Click **Search**

Uncheck **Prohibit Material Movements**

Click **Save**

Business Unit Definition **Business Unit Options** **Business Unit Counters** **Business Unit Books**

Unit: WMDTR W.O. Moss - Dietary

Short Desc: WMDTR

GL Business Unit: WCOMM

VAT Entity: []

AP Business Unit: []

Journal Template: INVTRANS

Base Currency: USD US Dollar

[Update Open Periods](#)

Exchange Rate Type: CRRNT Current

Unit Group: []

Location Code: WMDTR W.O. Moss Dietary

Inventory Type: DIET Dietary Warehouse

Sales Orders
BI Unit: []

InterUnit Transfers
BI Unit: []
Ship To: []
Location: []
 Flag Items for Auto-Putaway

Facility Status
***Status:** Open **Prohibit Material Movements**

Save **Return to Search** **Notify**

Add **Update/Display**

[Business Unit Definition](#) | [Business Unit Options](#) | [Business Unit Counters](#) | [Business Unit Books](#)

12.

Print IBU's Post Physical Count Inventory Value Report – INS7000

Navigation: Cost Accounting – Inventory and Manufacturing Accounting – Reports – Current Inventory Value

Click **Find an Existing Value** tab and **Search** button to display Run Control page.

Enter the following **Report Request Parameters** as indicated below:

Report Request Parameters Find | View All First 1 of 1 Last

***Request ID:** INV_VALUE **Unit:** []

Inventory Cost Type: All Costed Inventory Items **Summary Page Only**

Sort Option: Item ID

***Negative Inv Option:** Include Negative Inv Balances
Exclude Negative Inv Balances

Item Options

Item ID: All Single []

Item Group: [] **Family:** []

Unit: **Appropriate IBU**

Select 'Include Negative Inv Balances'
Only key/select entries as stated/shown above.

Click

Process Scheduler Request page displays –

Verify **Server Name: PSNT** is selected & **Check box** marked beside IN Inventory Value.

User ID: ENDUSER Run Control ID: CURRENT_INV_VALUE

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	IN Inventory Value	INS7000	SQR Report	Web	PDF	Distribution

Click

Click [Process Monitor](#) link

Process List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	574726	SQR Report	INS7000	ENDUSER	04/19/2008 6:03:12PM CDT	Processing	N/A	Details

Select button until Process Name **INS7000** Run Status reads **Success**

After Run Status goes to **Success**, click [Go back to Inventory Value](#) link at bottom left

Click [Report Manager](#) link

The **Report Manager** page displays

Select the **Administration** tab (if not already displayed)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	359626	574726	IN Inventory Value	04/19/2008 6:03:20PM	Acrobat (*.pdf)	Posted	Details

When Status reads **Posted**, select the [IN Inventory Value](#) link to preview INS7000

A separate window opens displaying the **INC7000 INVENTORY VALUE REPORT**

document:

Item	Method	Quantity On Hand	DOM	Material	Incomes/ Landed	conversion/ Corp. Invg	Other	Unit Cost	Extended Cost
10421	Dep App	11.0000	EA	24.20	0.00	0.00	0.00	24.2000	266.2000
BOWL ALUMINUM 18" X 800" BOWL									
10418	Dep App	1900.0000	EA	0.11	0.00	0.00	0.00	0.1100	112.0000
BASKET BASKET TOUCH ATHLETIC-BA									
10445	Dep App	5.0000	EA	16.51	0.00	0.00	0.00	16.5100	83.0400
CONTAINER BASKET BOWL BASKET									

From this window

- Select **File** from the Menu, then **Print – Printer \\IBU CAMPUS \PRINTER**
- The **Print** dialog box displays (choose as many copies to print as needed)

Click 

- Close preview window

13.

INV_VALUE_REPORT – This query will as close a representation of the **INS7000** as a Management tool in analyzing what is printed on the actual Inventory Value Report. This in combination with the previous query will provide great insight to the overall report inventory of the IBU.

Navigation: Reporting Tools – Query – Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By:** begins with

**Run to
Excel**

When the query list displays select **Excel** option to obtain a workable printed output.

Business Unit:

SetID:

The prompt query page displays:

Enter Business Unit: **Appropriate IBU**


Enter SetID: **Appropriate Item Master Set ID**

Click 

The File Download box appears (results in Excel for ease of viewing, work, and print):

File Download [X]

Do you want to open or save this file?

 Name: INV_VALUE_REPORT_4924.xls
Type: Microsoft Excel Worksheet, 258 KB
From: ps8fs.lsuhscc.edu

Click to display query. Save the Query to your my Documents Folder.