

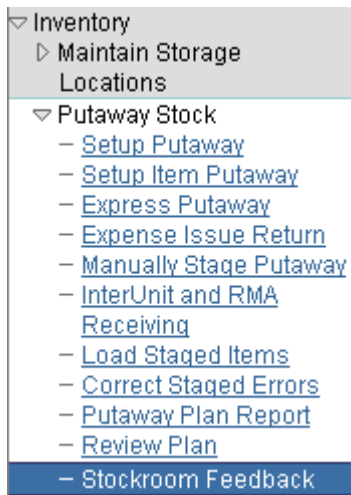
## Stockroom Feedback

After a Receipt is done for Inventory Stock Items there are two processes that are ran to convert the receipt data into Inventory data for the items. These processes are scheduled hourly by HCSD. (The Receipt job runs beginning at 6:05 a.m. until 6:05 p.m. every 60 minutes. The Load Staged job runs beginning at 6:40 a.m. until 6:40 p.m. every 60 minutes.) Once the processes have picked up the receipt data it deposits the item information on one of two pages. The Correct Staged Error page addressed items that are missing setup information for the Inventory Business Unit (IBU). These are addressed in a separate set of instructions. The second page is the Stockroom Feedback page. This is the last step to translating the receiving information into actual quantity in the IBU. Until this step is completed the quantity will not show up as available for use on the Inventory side of PeopleSoft.

NOTE: There are two queries that will show you pending putaways on the Load Staged Error Page and the Stockroom Feedback Page. They are INV\_STOCKROOM\_FEEDBACK and INV\_LOAD\_STAGED\_ERRORS

The navigation for the Stockroom Feedback Page is:

Inventory – Putaway Stock – Stockroom Feedback



The page look like below

### Stockroom Feedback

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

**Find an Existing Value**

---

**Business Unit:** [=]  

**Putaway Staging ID:** [=]

[Basic Search](#)  [Save Search Criteria](#)

Put in your Business Unit and Click the Search Button

NOTE: If more than one Staging ID is available you will see a listing of all Putaway Staging IDs that need to be addressed. See example below.


A Staging ID is a numerical value given to a set of items waiting to be putaway. A Staging ID is created for every time the Receipt process run. For example: You receive 2 items on PO 00011111 and 3 items on PO 00011112. The processes run and all 5 items are added to one Putaway Staging ID.

### Stockroom Feedback


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

**Find an Existing Value**

---

**Business Unit:** [=]  

**Putaway Staging ID:** [=]

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All First  1-7 of 7  Last

Business Unit	Putaway Staging ID	Staged Date
<a href="#">UHCMS</a>	<a href="#">240</a>	<a href="#">04/11/2008</a>
<a href="#">UHCMS</a>	<a href="#">241</a>	<a href="#">04/11/2008</a>
<a href="#">UHCMS</a>	<a href="#">242</a>	<a href="#">04/14/2008</a>
<a href="#">UHCMS</a>	<a href="#">243</a>	<a href="#">04/15/2008</a>
<a href="#">UHCMS</a>	<a href="#">244</a>	<a href="#">04/15/2008</a>
<a href="#">UHCMS</a>	<a href="#">245</a>	<a href="#">04/21/2008</a>
<a href="#">UHCMS</a>	<a href="#">246</a>	<a href="#">04/21/2008</a>



If you only have one pending putaway the page will go directly to that putaway, otherwise click the link on one of the available Putaway Staging IDs.

**Stockroom Feedback**

---

Unit: UHCMS      Staged Date: 04/21/2008      Total Staged: 7  
 Staging ID: 246      Total in Error: 0

Putaway Line Details Find | View All    First 1 of 7 Last

Item ID: 103985      KIT SUCTION GUARD 65651-395 + -

Storage Location: WCMS 25 04 01 01  Putaway

Container ID:      Container Sequence:

\*Quantity: 240.0000 EA      Base Qty: 240.0000 EA

Comment:      Distrib. Type: IBU

Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Now that you are looking at a pending putaway there are several things that need to be reviewed before completing the putaway.



Look at the right side of the blue header bar. This area shows you how many lines of data need to be reviewed. In the example there are 7 lines of data to be reviewed.

Item ID: 103985      KIT SUCTION GUARD 65651-395

Review the Item ID description to ensure that it is not an Invalid item. (Invalid items begin with “inv” in the description)

Storage Location: WCMS 25 04 01 01

Container ID:      Container Sequence:

\*Quantity: 240.0000 EA      Base Qty: 240.0000 EA

These are the Storage Location, Quantity and Base Qty for the item. The review of the Storage Location is to assure that the item is going to a valid location and not an IN-AC-TI-VE or IN-VA-LI-D location. The review of the Quantity and Quantity Base is to assure that the quantity is a reasonable number. For example: you don't want to see 0.1667 CS. The quantity should reflect the quantity from the Receiver.

Once you have completed the review of all items in the Staging ID there are three quick steps to complete the putaway.

Step 1: Click the Select All Button

Step 2: Click the Save Button

Step 3: Click the Putaway Items Button

Check the Process Monitor – once the process called INPPPTWY shows Success the quantity will show as available in your IBU for those items.

NOTE: If you receive a “Page Inconsistent with Database Error”. Simply Click the Return to Search button to go back to the Search Page – then pull the Staging ID up again and redo the 3 steps to complete the putaway. If the Error came after you saved you will only have to do Step 3.