



University of the Philippines

SPCMIS

**Supplies, Procurement, and Campus Management
Information System**





SUBINVENTORY TRANSFER (MASS ENTRY)



SPCMIS User Manual

iProcurement

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

Approvals:

Recommending Approval:

Approved by:

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
20 April 2016	Kenneth Peter D. Molave	1.0	Initial Issue and review
17 March 2017	Reah Mae Supnet	2.0	Update

2. Description

Script ID	UGSP110220
Script Name	Subinventory Transfer (Mass Entry)
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	Transferring items from one subinventory to another.
Data Requirement	
Dependencies	Data Loader (e.g. Data Load Classic) installed in the user's computer
Scenario	
Author	Kenneth Peter D. Molave & Reah Mae Supnet

[PRELIMINARY]

There are three (3) parts in entering multiple entries:

- I. Obtain **Report for Summary of Transferred Items (Template)** and copy the template to be used in a data loader (Data Load Classic is recommended)
[See page 2];
- II. Open the Subinventory Transfer module [See page 9]; and
- III. Open Data Load classic where the template in the report above should be pasted to [See page 11].

Subinventory Transfer (Mass Entry)

File Ref: ITDC–[SPCMIS]–UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)

UNIVERSITY OF THE PHILIPPINES 1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Login Cancel

Accessibility: None

Select a Language:
English

About this Page Privacy Statement

© 2006 Oracle. All rights reserved.

I. OBTAIN REPORT FOR SUMMARY OF TRANSFERRED ITEMS (TEMPLATE)

STEP 1. Go to uis.up.edu.ph

STEP 2. Log-in your credentials (Username and Password)

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)

The screenshot shows the Oracle Applications Home Page for the University of the Philippines. The top navigation bar includes the university logo, name, and links for Favorites, Diagnostics, Logout, and Help. Below this is an Enterprise Search bar and a Search Results Display Preference dropdown set to 'Standard'. The user is logged in as RMSUPNET.

The main content area is titled 'Oracle Applications Home Page' and features a 'Main Menu' section with a 'Personalize' button. The 'Main Menu' list includes several options, with 'Inventory Manager, UPS' highlighted by a red box. A red arrow points from this box to a larger, magnified callout box titled 'Main Menu'. This callout box shows the same list of options, with 'Inventory Manager, UPS' also highlighted by a red box.

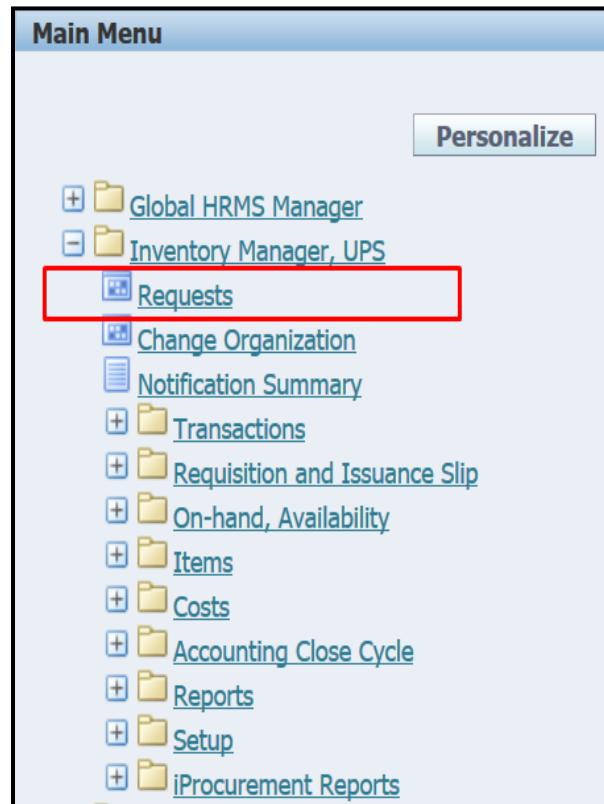
Main Menu

- + Cash Management Cash Manager, UPB
- + Cash Management Cash Manager, UPC
- + Cash Management Cash Manager, UPD
- + Cash Management Cash Officer, UPB
- + Inventory Manager, UPLB
- + **Inventory Manager, UPS**
- + iProcurement PPMP Requester, UPS
- + iProcurement PR Requester, UPS
- + Purchasing Buyer, UPS
- + System Administrator
- + UP Employee Self Service

STEP 3. On Main Menu, select ***Inventory Manager***

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)



STEP 4. Click **Requests** button



STEP 5. Java application will launch with **Security Warning**. Select the checkbox and click **Run**

Subinventory Transfer (Mass Entry)

File Ref: ITDC–[SPCMIS]–UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)

File Edit View Folder Tools Window Help

Requests

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

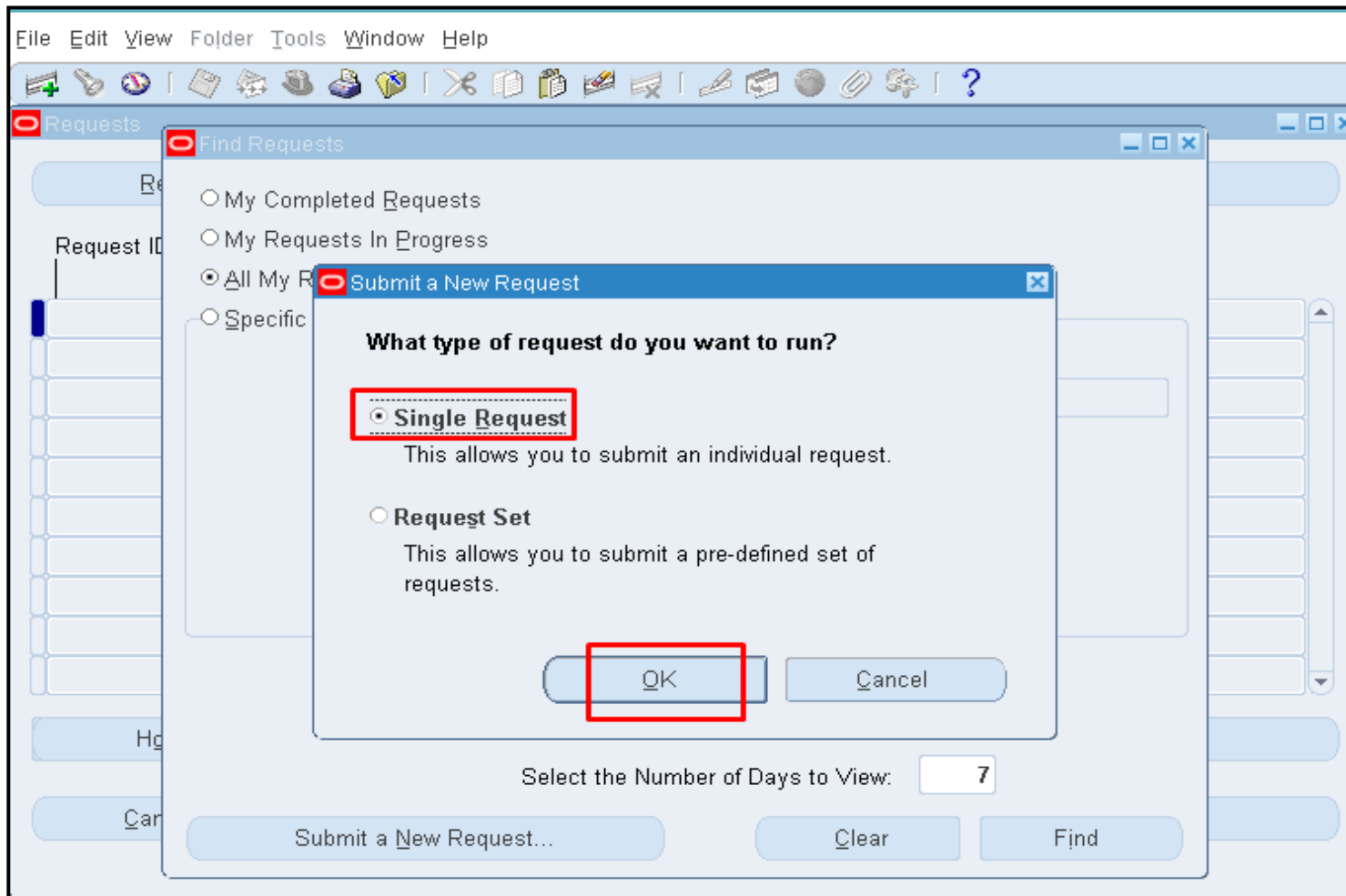
Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

STEP 6. Find Requests
 window will appear. Click **Submit a New Request** button to request for and obtain a system generated report



STEP 7. Submit a New Request window will show. Choose **Single Request** then click **OK** button

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **UP Summary of Prorated Items Received (Template)** Copy...

Operating Unit

Parameters

Language American English Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files

Layout RTF_SPIRT Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

STEP 8 . User will be directed to **Submit Request** window. Click the ellipsis(...) on the **Name** field. Select **UP Summary of Prorated Items Received (Template)** from the list of values. Click **OK**

The screenshot shows two overlapping windows from the SPC MIS application. The background window is titled 'Submit Request' and contains fields for 'Name' (UP Summary of Prorated Items Received (Template)), 'Operating Unit', 'Parameters', and 'Language' (American English). The foreground window is titled 'Parameters' and contains the following data:

APP Date From	01-JAN-2016
APP Date To	31-DEC-2016
Receiving Date	29-APR-2016
Inventory Organization	UPS Inventory Organization

Buttons for 'OK', 'Cancel', 'Clear', and 'Help' are visible at the bottom of the 'Parameters' window. The 'Submit' and 'Cancel' buttons are also visible at the bottom of the 'Submit Request' window.

STEP 9. In **Parameters** window, enter the appropriate data in the required fields:

APP Date From, APP Date To, Receiving Date and Inventory Organization

Click **OK** button

Note: ***Receiving Date*** is the date when the items were received online through SPC MIS

STEP 10. In the **Submit Request** window, click **Submit** button

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name UP Summary of Prorated Items Received (Template)

Operating Unit

Parameters 01-JAN-2016:31-DEC-2016:29-APR-2016:UPS Inventory Organization

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout RTF_SPIRT

Options...

Notify

Delivery Opts

Print to noprint

Help (C) Submit Cancel

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

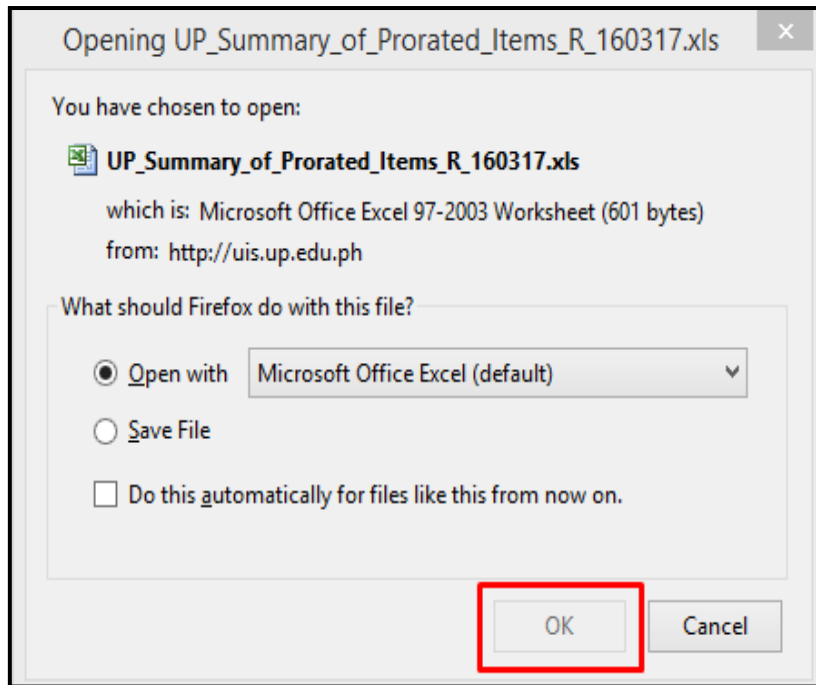
Request ID	Name	Parent	Phase	Status	Parameters
3571296	UP Summary of Prorated It		Completed	Normal	276, 2016/01/01 00:00:00, 201
3570984	UP Requisition and Issue S		Completed	Normal	276, 1586, 9003
3570980	UP Purchase Request		Completed	Normal	276, 1586, , 161, 2220, 2101
3570864	PO Output for Communicat		Completed	Normal	R, N, View
3570863	PO Output for Communicat		Completed	Normal	R, N, View
3570862	PO Output for Communicat		Completed	Normal	R, N, View
3570860	PO Output for Communicat		Completed	Normal	R, N, View
3570859	PO Output for Communicat		Completed	Normal	R, N, View
3570846	PO Output for Communicat		Completed	Normal	R, N, View
3570670	UP Inspection and Accepts		Completed	Normal	276, 1586, 6005, ,

Hold Request View Details... View Output

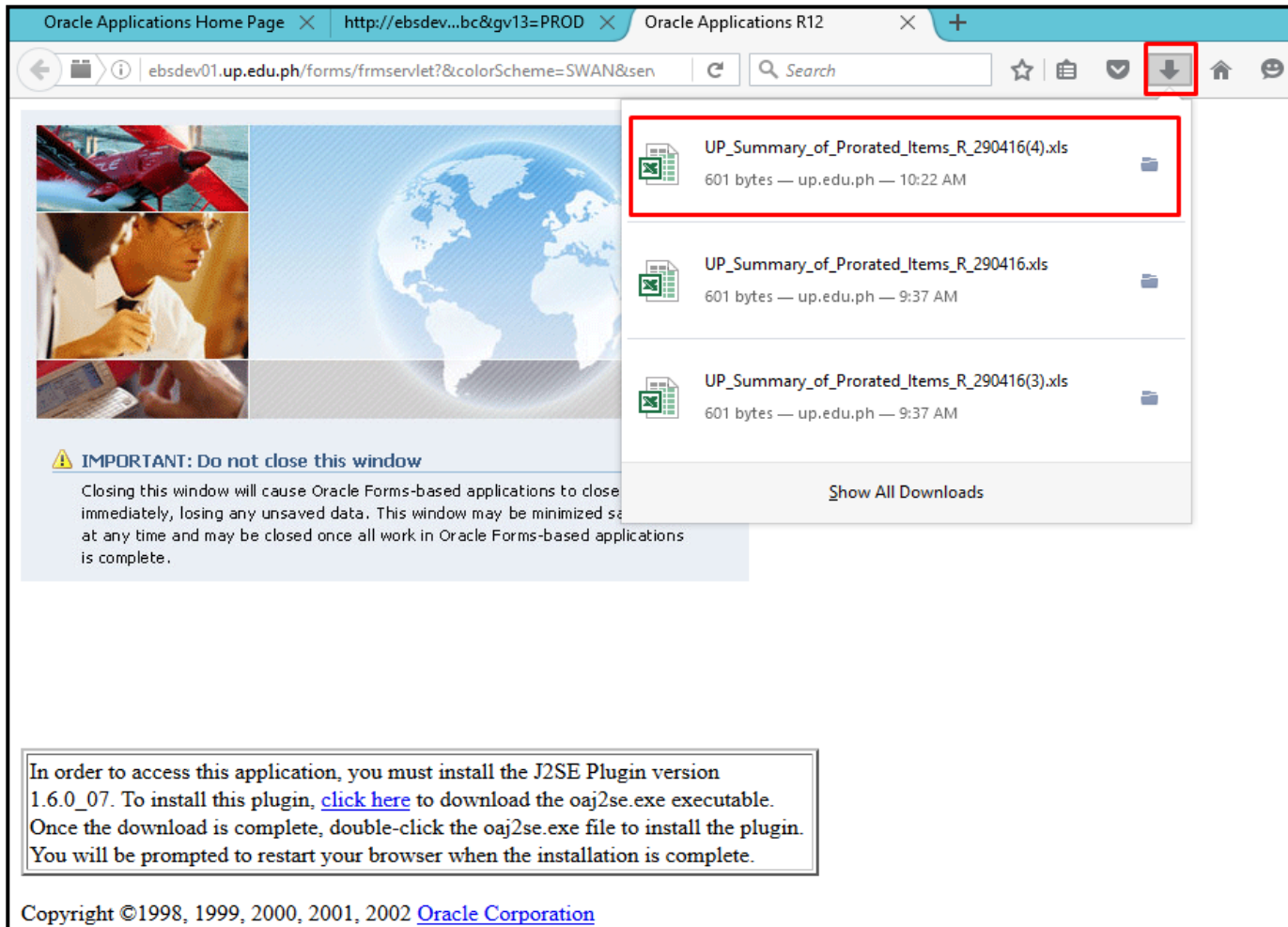
Cancel Request Diagnostics View Log...

STEP 11. In the **Requests** window. Click **Refresh** button until the **Phase** becomes **Completed** and the **Status** becomes **Normal**

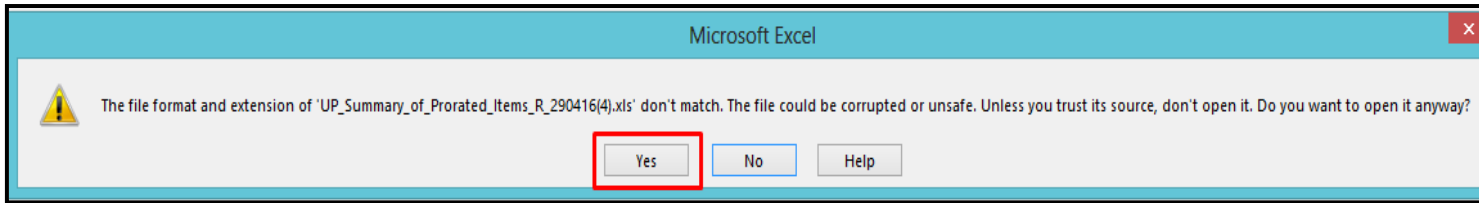
Click **View Output** button to view and download the report



STEP 12. Click **View Output** button. A prompt will appear, the user may opt to view the report in excel or save it in your computer



STEP 13. After saving, go to **Downloads** (↓) button of the internet browser and **open** the generated report which, in this case, should be in excel format



STEP 14. To view the contents of the file, click **Yes** if the excel warns user that the file format and extension of the file don't match

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	*IR	AS-TW-00 TAB	UPS-SPMO TAB	UPS-CO TAB	TAB				10				
2	*IR	AS-TW-00 TAB	UPS-SPMO TAB	UPS-BoR TAB	TAB				10				
3	*IR	AS-TW-00 TAB	UPS-SPMO TAB	UPS-OP TAB	TAB				10				
4													
5													
6													
7													
8													
9													
10													
11													
12													

STEP 15. Opening the excel file will show the data template which the user would need to use in the **Data Loader** for mass loading of entries

Copy the all cells within the excel file

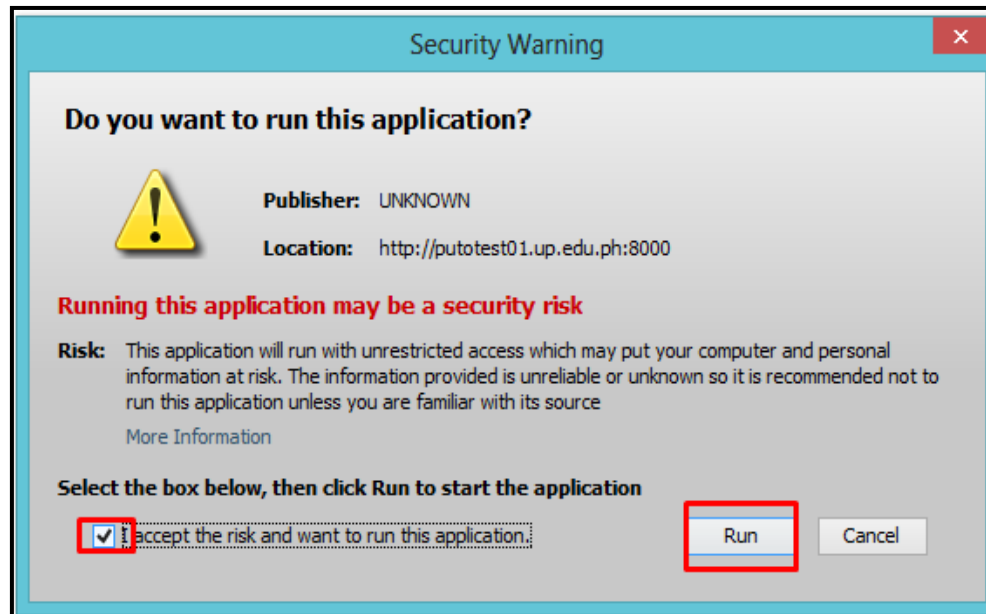


II. USE SUBINVENTORY TRANSFER MODULE

STEP 1. In Homepage, go to Main Menu and expand the responsibility **Inventory Manager**. Expand **Transactions** and click **Subinventory Transfer**

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)



STEP 2. Java application will launch with **Security Warning**. Select the checkbox and click **Run**

The screenshot shows a Java application window titled "Subinventory Transfers (UPS)". The window has a menu bar with "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into sections. The "Transaction" section contains three input fields: "Date" with the value "20-APR-2016 13:12:56", "Type" with the value "Subinventory Transfer" (highlighted with a red box), and "Source" which is empty. Below these fields is a checkbox labeled "Serial-Triggered" which is unchecked. At the bottom of the Transaction section is a button labeled "Transaction Lines" (highlighted with a red box). Below the Transaction section is a section titled "Notification Summary" with a sub-header "+ iProcurement Reports". At the bottom right of the window is a button labeled "Open".

STEP 3. After Java Application is launched, user will be directed to **Subinventory Transfers** window. In **Type** field, enter **Subinventory Transfer**. Click **Transaction Lines**

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)

Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot

Description

Available Secondary Available

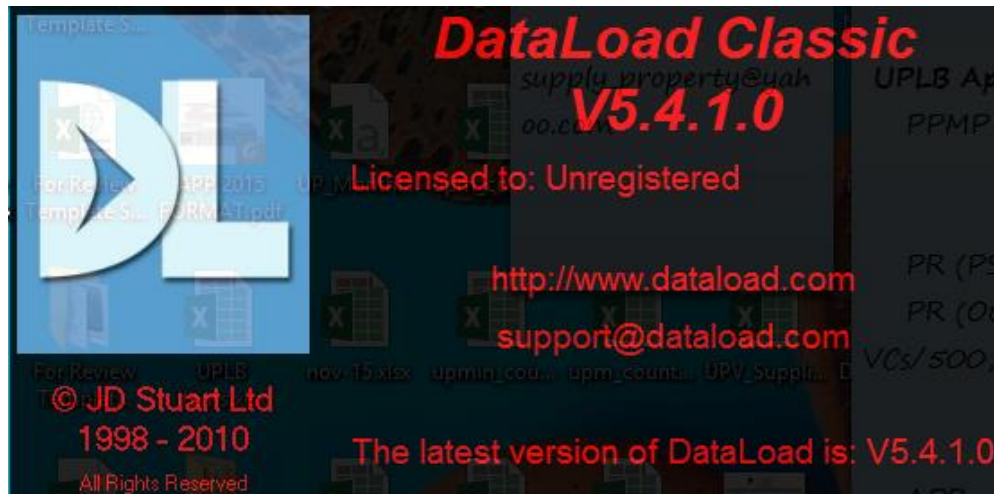
On-hand Secondary On-hand

Lot / Serial

STEP 4. Subinventory


Transfer window will launch. Click on the **yellow field** to put cursor within the field. Once the cursor is within the field. Go to desktop (or where Data Load program is found) and launch it

Note: once the yellow field is clicked, user should not click anywhere else in the java form



III. LOAD DATA BY USING DATA LOAD CLASSIC PROGRAM

STEP 1. In Desktop, double click icon for DataLoad Classic

() to launch it

File Edit Tools Help

Window Oracle Applications - Production Clone (as of 28 Nov 2010) Command Group EBS - R.12

Notes

R1 C9 10

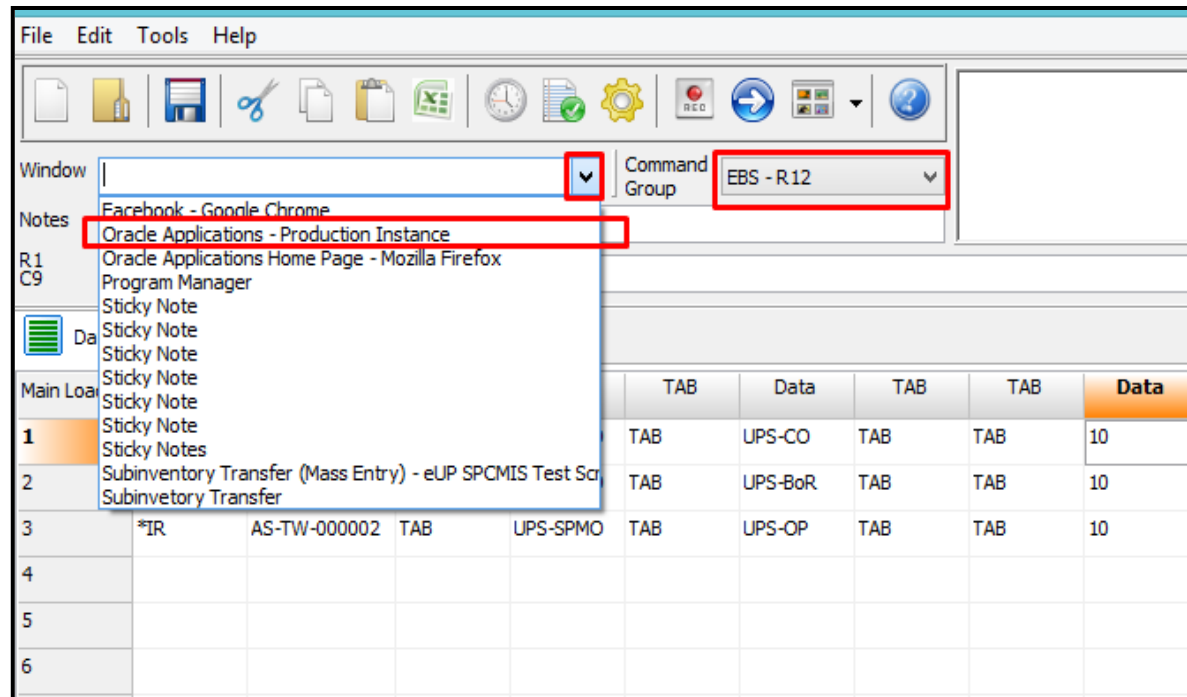
Data Script

Main Load	*IR	Data	TAB	Data	TAB	Data	TAB	TAB	Data
1	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-CO	TAB	TAB	10
2	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-BoR	TAB	TAB	10
3	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-OP	TAB	TAB	10
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

STEP 2. In Data Load Classic, user should paste the template copied from the report **UP Report for Summary of Transferred Items (Template)** in the sheet

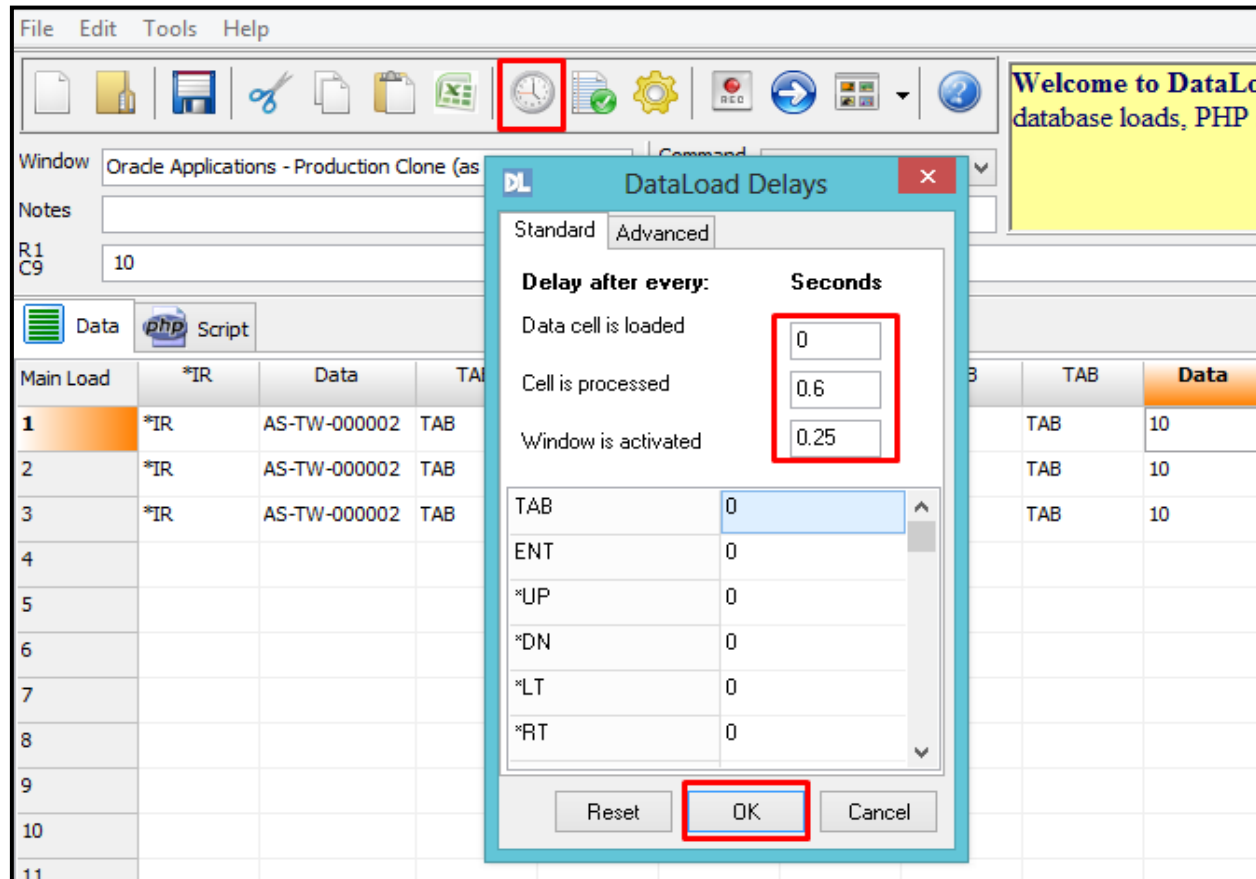
Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)



STEP 3. After pasting the template, on the **Window** field click the drop down button to show and select the window where the data will be loaded [i.e. select **Oracle Applications – Production Instance**]. For the Command Group, select **EBS – R12** option

Note: it is required that the Subinventory Transfer module be opened [see page 9] before the selection **Oracle Applications – Production Instance** can be viewed



STEP 4. Click the **Clock** (🕒) icon to set DataLoad Delays [i.e. time each cell in the template is processed]. It is recommended that the cell be processed be set to at least **0.6 seconds**. It should be set to a higher number if user internet speeds is lower than normal. Click **OK**

File Edit Tools Help

Window Oracle Applications - Production Clone (as of 28 Nov 2012) Command Group EBS - R.12


Notes

R1
C9 10

Data Script

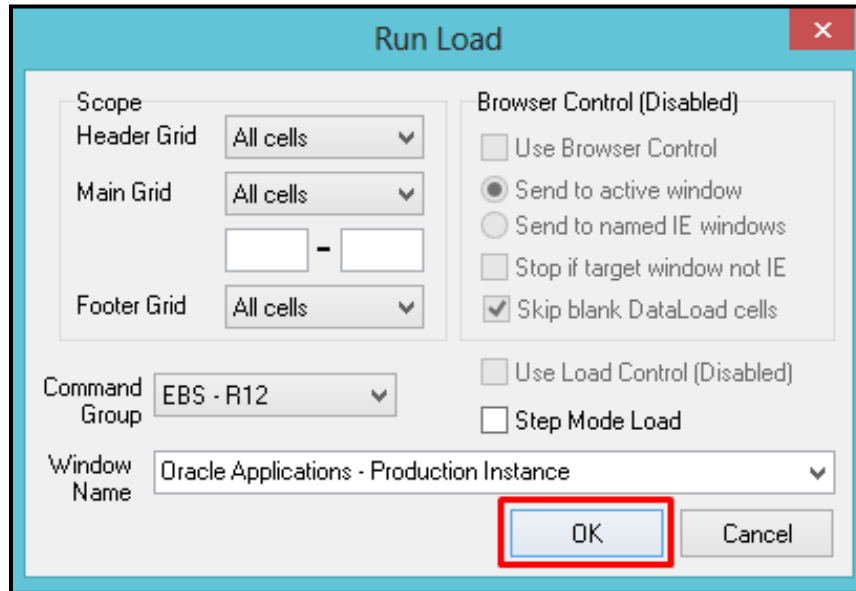
Main Load	*IR	Data	TAB	Data	TAB	Data	TAB	TAB	Data
1	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-CO	TAB	TAB	10
2	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-BoR	TAB	TAB	10
3	*IR	AS-TW-000002	TAB	UPS-SPMO	TAB	UPS-OP	TAB	TAB	10
4									

STEP 5. Click the **Arrow** icon

() to run the data loader

Subinventory Transfer (Mass Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Mass Entry)] – [20170317] (v.2)



The image shows a 'Run Load' dialog box with a light blue title bar and a red close button. The dialog is divided into several sections. On the left, under 'Scope', there are three dropdown menus: 'Header Grid' (set to 'All cells'), 'Main Grid' (set to 'All cells'), and 'Footer Grid' (set to 'All cells'). Below these is a 'Command Group' dropdown set to 'EBS - R12'. At the bottom left is a 'Window Name' dropdown set to 'Oracle Applications - Production Instance'. On the right, under 'Browser Control (Disabled)', there are four options: 'Use Browser Control' (unchecked), 'Send to active window' (selected with a radio button), 'Send to named IE windows' (unchecked), and 'Stop if target window not IE' (unchecked). Below these is a checked checkbox for 'Skip blank DataLoad cells'. Further down are two more unchecked options: 'Use Load Control (Disabled)' and 'Step Mode Load'. At the bottom right are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular border.

STEP 6. Run Load button will appear. Click **OK**

Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
AS-TW-000002		UPS-SPMO		UPS-CO		
AS-TW-000002		UPS-SPMO		UPS-BoR		

Description: TWINE, PLASTIC

Available: 390 rol Secondary Available:

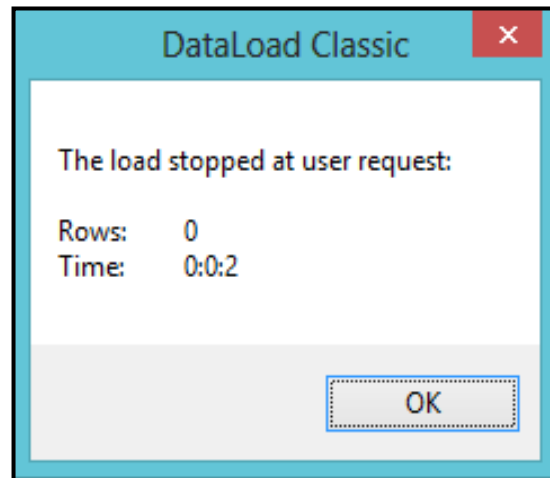
On-hand: 390 rol Secondary On-hand:

Lot / Serial

STEP 7. Clicking **OK** would start the loading process. Window will be switched to **Subinventory Module** where **Data Loader** will automatically load items

Note:

- User should not use the keyboard or mouse during this process
- If there is an error in the loading process or the user wants to stop the loading process, user should press **Escape (ESC)** button on the keyboard **twice**



STEP 8. If the loading process is done or the user pressed the **Escape (ESC)** button twice. Window will revert to Data Load Classic and a prompt window will appear

Note: if user stopped the data loader for any reason, repeat **STEP 4 in page 9 [Open Subinventory Module]**


Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
AS-TW-000002		UPS-SPMO		UPS-CO		
AS-TW-000002		UPS-SPMO		UPS-B0R		

Description: TWINE, PLASTIC

Available: 390 rol Secondary Available: rol

On-hand: 390 rol Secondary On-hand: rol

Lot / Serial

STEP 9. To save the changes, click **Save** icon () or press **CTRL + S** on the keyboard

Result Information:

Items transferred from one subinventory to another subinventory

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface