# 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:

_____

# 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**].

**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)

**STEP 3**. On Main Menu, select *Inventory Manager*
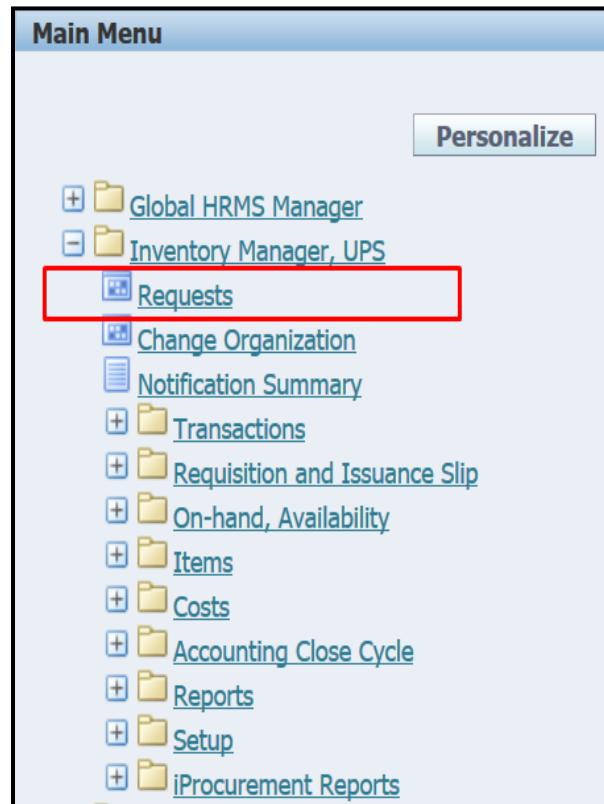
**STEP 4.** Click **Requests** button

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

File  Edit  View  Folder  Tools  Window  Help

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

### Requests

Re

Request ID

### Find Requests

○ My Completed Requests

○ My Requests In Progress

◉ All My Requests

○ Specific Requests

Request ID [        ]

Name [                    ]

Date Submitted [          ]
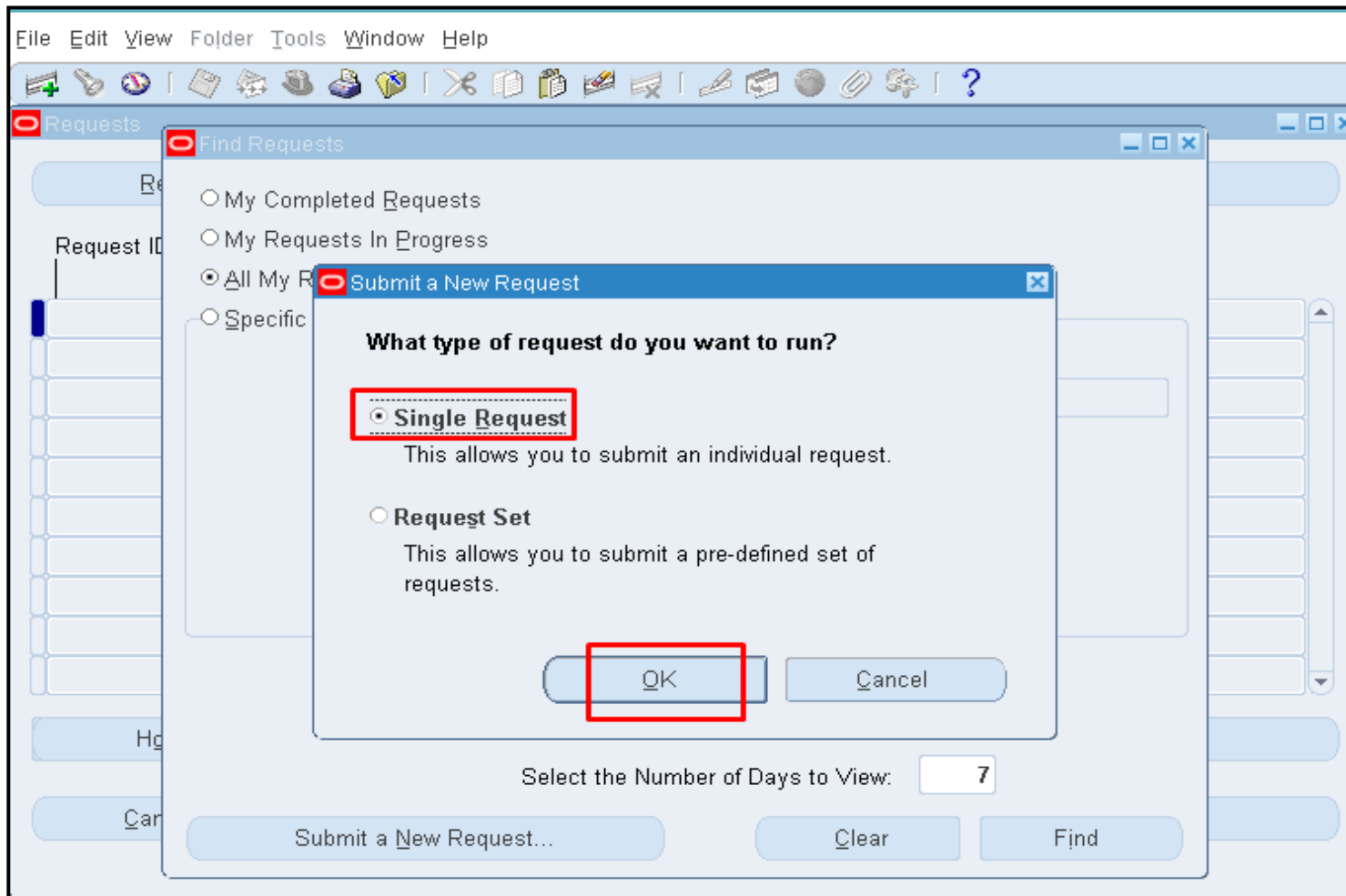
Date Completed [          ]

Status [              ▼]

Phase [              ▼]

Requestor [              ]

☐ Include Request Set Stages in Query

Order By  **Request ID** [      ▼]

Select the Number of Days to View: [  7 ]

[ Submit a New Request... ]     [ Clear ]     [ Find ]

Hd

Car

File Edit View Folder Tools Window Help

Requests

Find Requests

○ My Completed Requests
○ My Requests In Progress
● All My R...
○ Specific

**Submit a New Request**

**What type of request do you want to run?**

● Single Request

This allows you to submit an individual request.

○ Request Set

This allows you to submit a pre-defined set of requests.

OK          Cancel

Select the Number of Days to View:    7

Submit a New Request...          Clear          Find

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

Subinventory Transfer (Mass Entry)

**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**

**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 SPCMIS

**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
Print to  noprint                Delivery Opts

Help (C)                Submit              Cancel
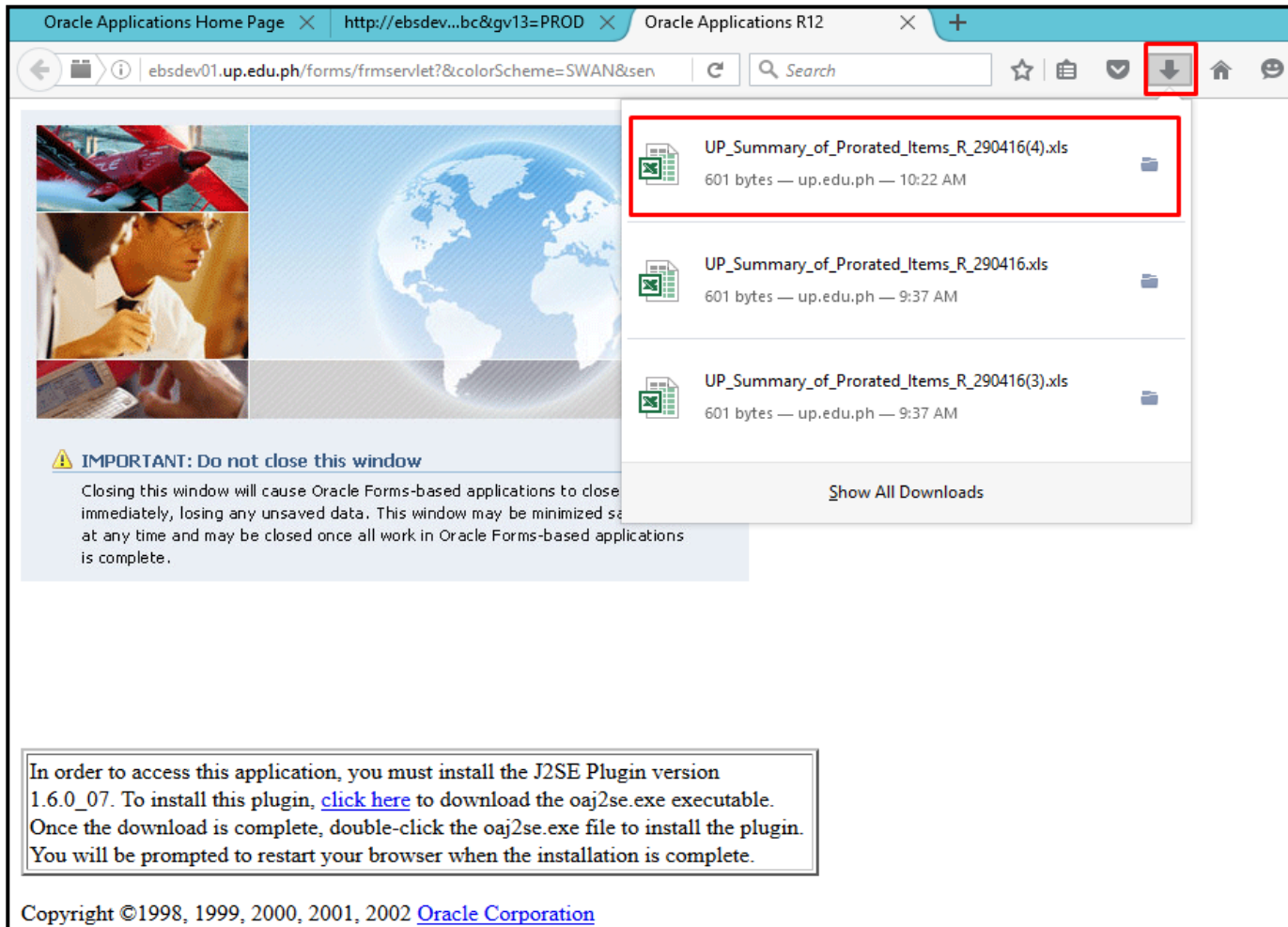
**STEP 11.** In the **Requests** window. Click **Refresh** button until the **Phase** becomes **Completed** and the **Status** becomes **Normal**
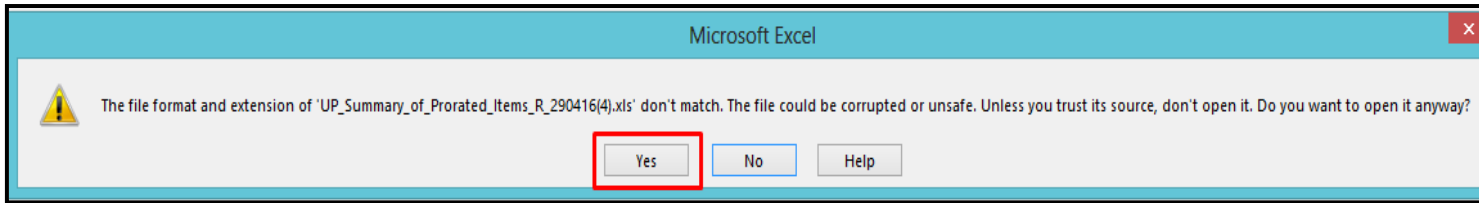
Click **View Output** button to view and download the report
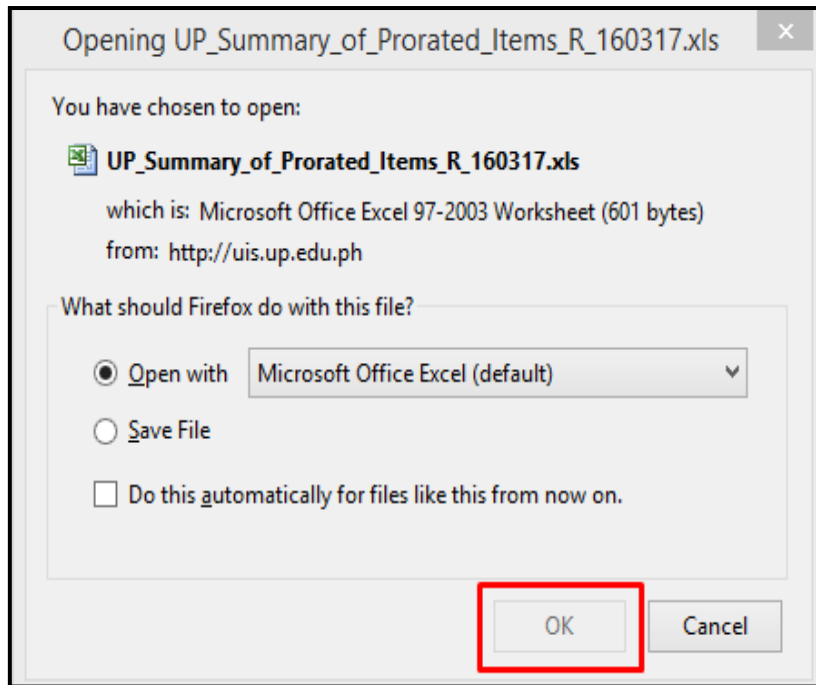
**STEP 12**. Click **View Output** button. A prompt will appear, the user may opt to view the report in excel or save it in your computer

**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



**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**

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

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

**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
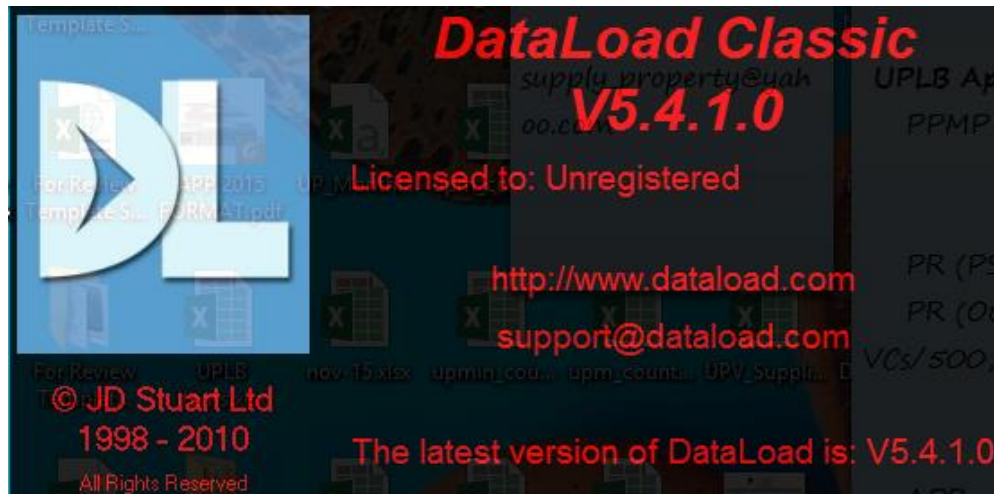
**III. LOAD DATA BY USING DATA LOAD CLASSIC PROGRAM**

**STEP 1.** In Desktop, double click icon for DataLoad Classic (  ) to launch it

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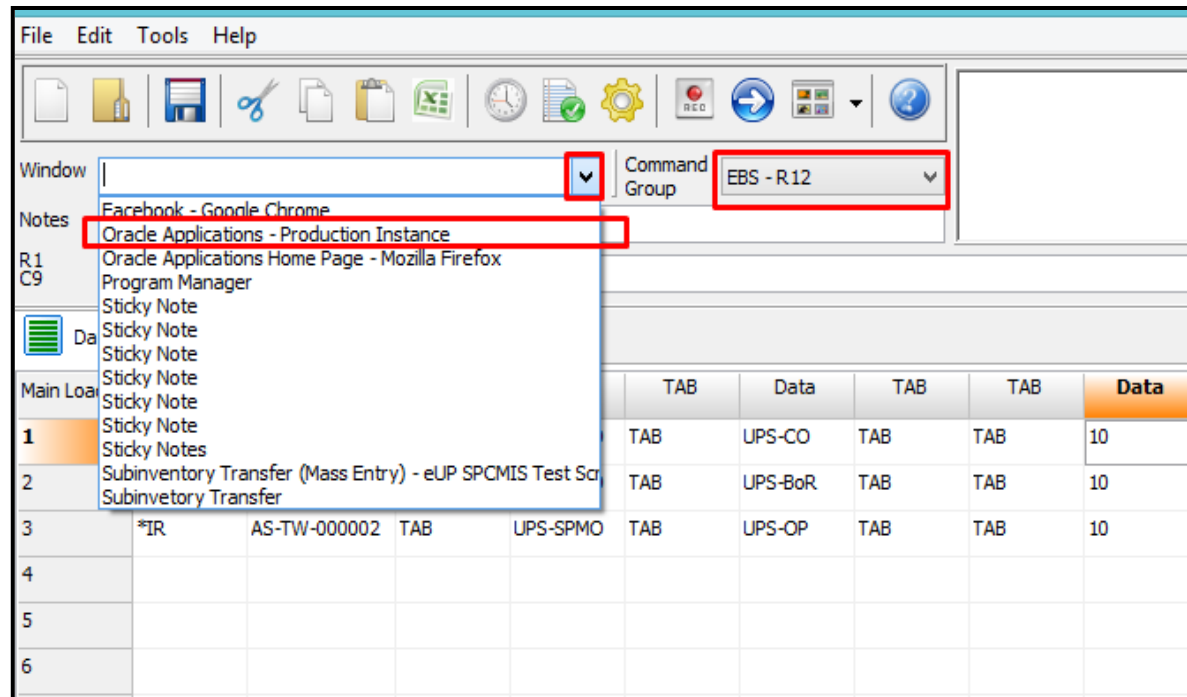
**STEP 3.** After pasting the template, on the *Window* field click the drop down button to show and select the window where the data will be loaded [i.e. select **Oracle Applications – Production Instance**]. For the Command Group, select **EBS – R12** option

**Note:** it is required that the Subinventory Transfer module be opened [**see page 9**] before the selection **Oracle Applications – Production Instance** can be viewed
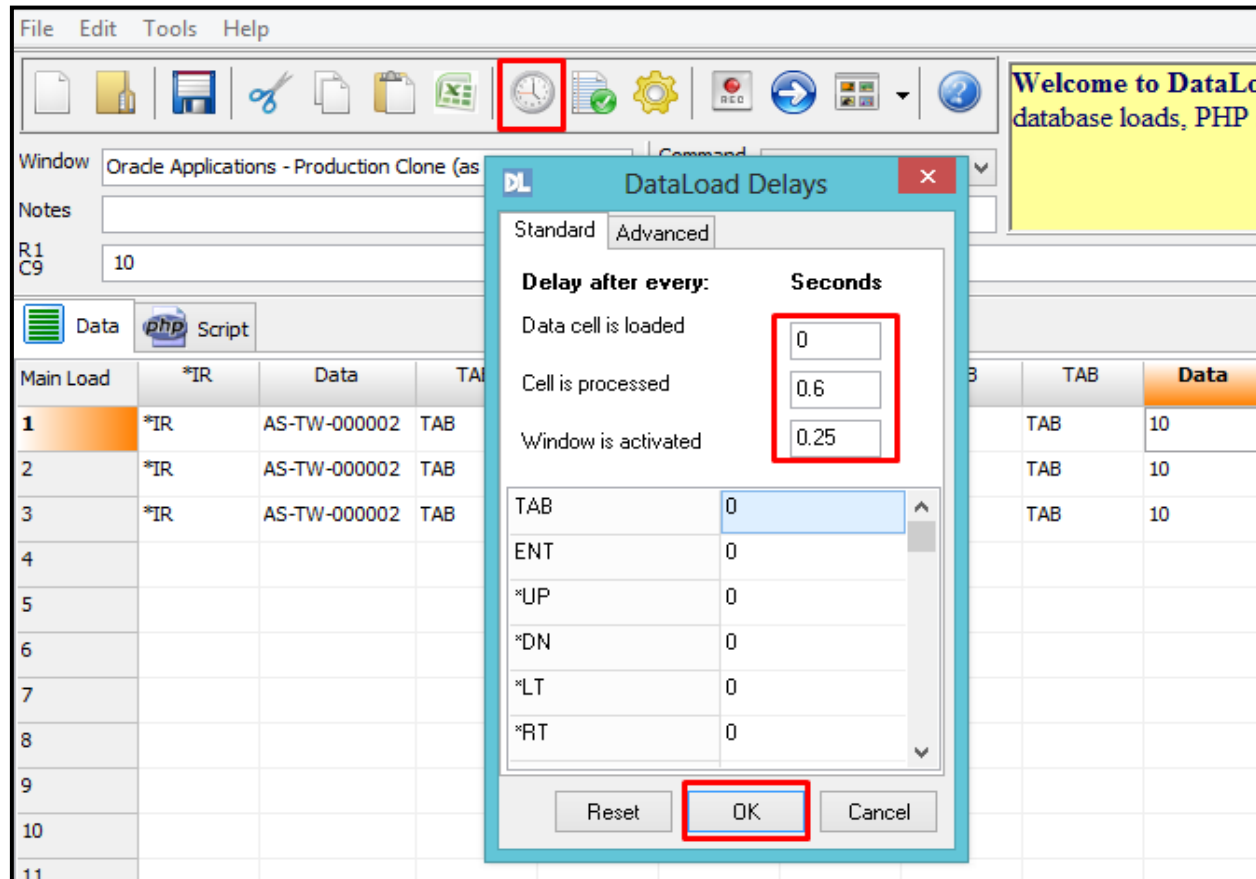
**STEP 4.** Click the **_Clock (⏱)_** icon to set DataLoad Delays [i.e. time each cell in the template is processed]. It is recommended that the cell be processed be set to at least **_0.6 seconds_**. It should be set to a higher number if user internet speeds is lower than normal. Click **_OK_**
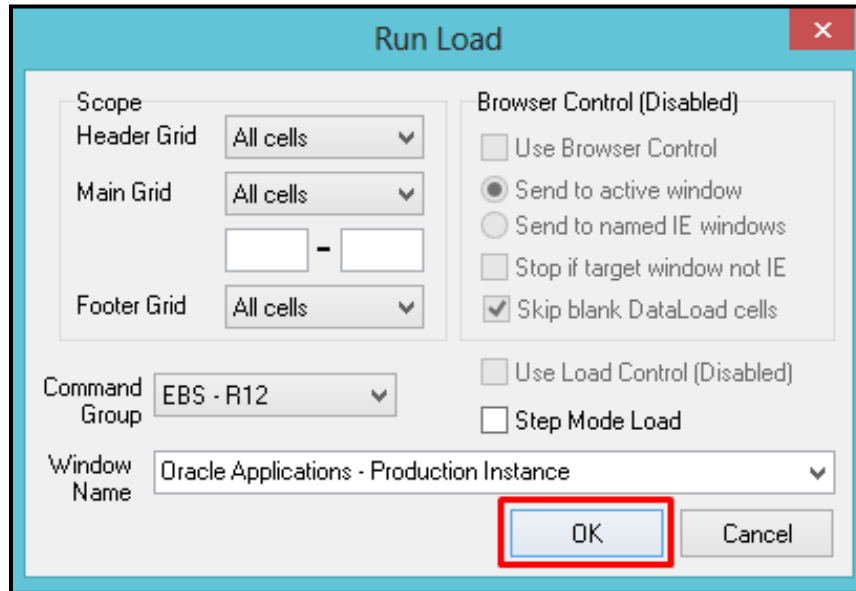
**STEP 5**. Click the **Arrow** icon ( ) to run the data loader

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

**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**

**DataLoad Classic** ×

The load stopped at user request:

Rows:      0
Time:      0:0:2

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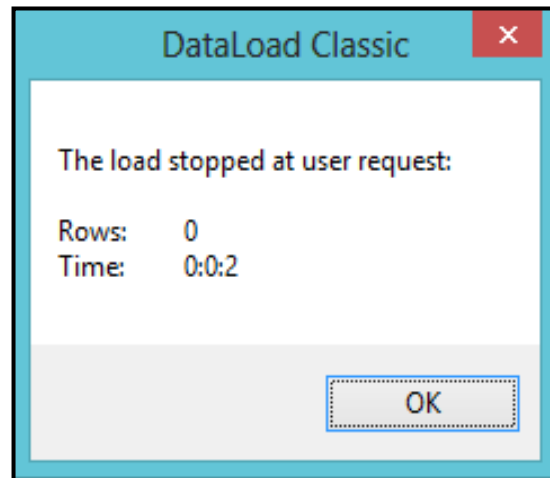
**STEP 8.** If the loading process is done or the user pressed the *Escape (ESC)* button twice. Window will revert to Data Load Classic and a prompt window will appear


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

**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