Search for a Money Value Gain Loss

Overview

The Warehouse Management module Money Value Gain Loss Inquiry process provides the ability to view the dollar value of gains and losses in warehouses resulting from physical inventories. The returned inquiry is exported into a Money Value Gain Loss Notice PDF for signature and uploaded/stored for a retention period of two years.

Navigation

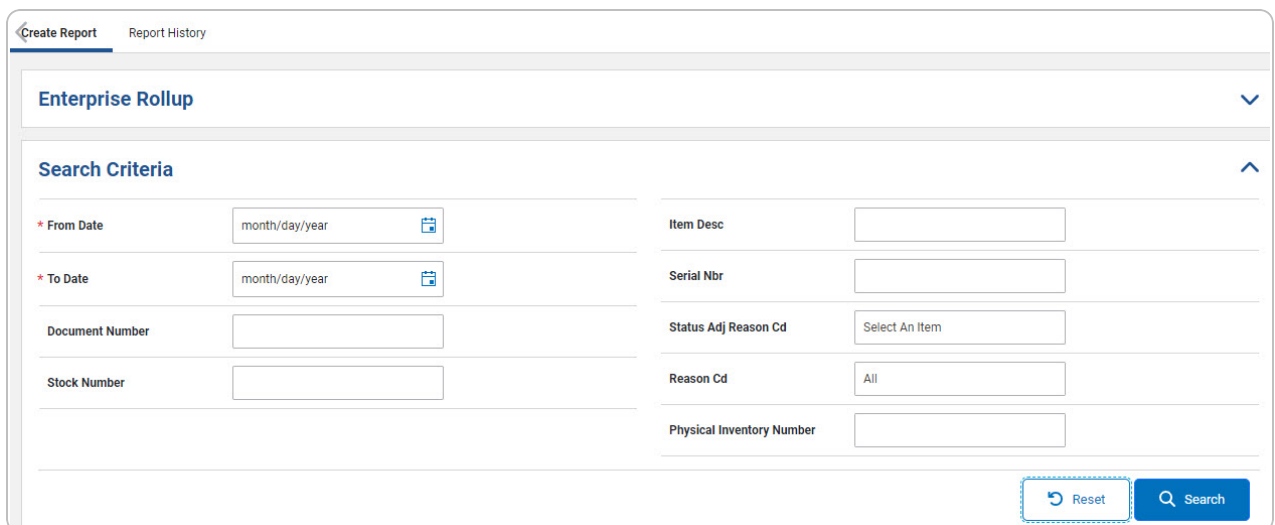Inquiries > Money Value Gain Loss Inquiry > Money Value Gain Loss Inquiry page

Procedures

Search for a Money Value Gain Loss Inquiry — Create Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed.

Selecting [🔄 Reset] *at any point of this procedure returns all fields to the default setting.* **Bold** *numbered steps are required.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields.

A. Use ⬚ to select the From Date, or enter the date MM/DD/YYYY in the field provided.

B. Use ⬚ to select the To Date, or enter the date MM/DD/YYYY in the field provided.

2. Select ⬛ **Q Search**. *Results appear in the Search Results grid.*
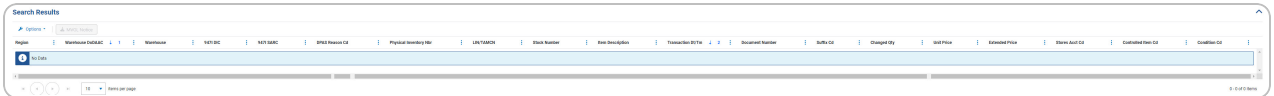
3. Select ⬛ **⬇ MVGL Notice**. *A snapshot of the Money Value Gain Loss data appears in a PDF template for signature.*

Search for a Money Value Gain Loss Inquiry — Report History

1. Select the Report History Tab.
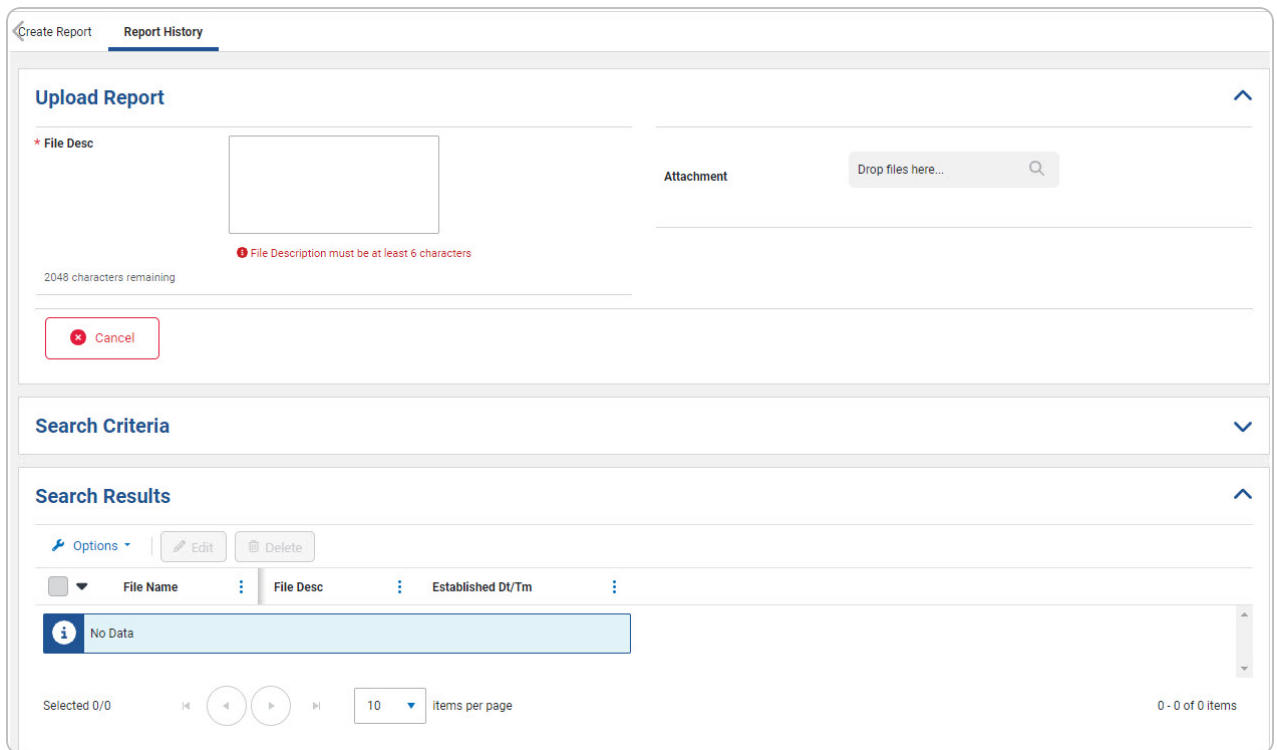
2. Enter the File DESC in the field provided. *This is a 2048 alphanumeric character field.*

3. Use 🔍 to browse for the Attachment. *The selected attachment appears underneath.*

Upload Report

* **File Desc**

Test 23

2041 characters remaining

Attachment

Drop files here...

Test Attachment File.docx 🗑 [Clear] [Upload]

[⊗ Cancel]

4. Select 🗑. Test Attachment File.docx 🗑 *appears. Select* 🗑 *and the file is deleted from the Upload Report.*

5. Select [Clear]. *The selected file is cleared from the Upload Report.*

6. Select [Upload]. *The selected file is uploaded.*

7. In the Search Criteria section, narrow the results by entering one or more of the following fields.

Search Criteria

File Name

File Description

Established Dt / Tm

month/day/year

[↺ Reset] [🔍 Search]

8. Select [🔍 Search]. *Results appear in the Search Results grid.*

Search Results

🔧 Options ▾ | ✏ Edit | 🗑 Delete

☐ ▼	File Name	⋮	File Desc	⋮	Established Dt/Tm	⋮
☐	Another Test Document		Test123		09/03/2024 04:17 PM	
☐	Test File.csv		Test123		11/05/2024 10:44 AM	
☐	TestDoc1.docx		Test 1234		11/05/2024 10:48 AM	
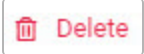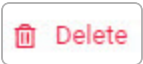
Selected 0/3   ⏮ ◀ ▶ ⏭   10 ▼ items per page

Edit a Report History Upload File

A.   Click [ ] to select the entry. *The File Name is highlighted, and* [🖊 Edit] *and* [🗑 Delete] *become available.*

B.   Select [🖊 Edit]. *The **Edit Attachment** pop-up window appears.*

Delete a Report History Upload File

A.   Click [ ] to select the entry. *The File Name is highlighted, and* [🖊 Edit] *and* [🗑 Delete] *become available.*

B.   Select [🗑 Delete]. *The **Delete Confirmation** pop-up window appears.*

Update a Money Value Gain Loss Inquiry Report History File

Overview

The Money Value Gain Loss Inquiry Report History Update process allows editing of the file description for an uploaded report.

Navigation

Inquiries > Money Value Gain Loss Inquiry > Report History tab > Search Criteria panel > ⌄ > [Q Search] > ☐ (desired record) > [✎ Edit] > Edit Attachment pop-up window

Procedures

Edit an Attachment

Selecting [⊗ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the entry. *The File Name is highlighted, and* [✎ Edit] *and* [🗑 Delete] *become available.*

2. Select [✎ Edit]. *The* **Edit Attachment** *pop-up window appears.*

Edit Attachment ✕

Edit Attachment ⌃

* File Desc

Test123

File Name   Another Test Document 2.docx

Established Dt/Tm   2024-09-03T16:17:02-04:00

2041 characters remaining

❌ Cancel   ✓ Update

---

3. Enter the File DESC in the field provided. *This is a 250 alphanumeric character field.*

4. Select ✓ Update . ✓ File description was updated successfully *appears, the pop-up window closes, and the revised File Description appears in the Search Results grid.*

Delete a Money Value Gain Loss Inquiry Report History File

Overview

The Money Value Gain Loss Inquiry Report History Delete process allows the removal of an uploaded report.
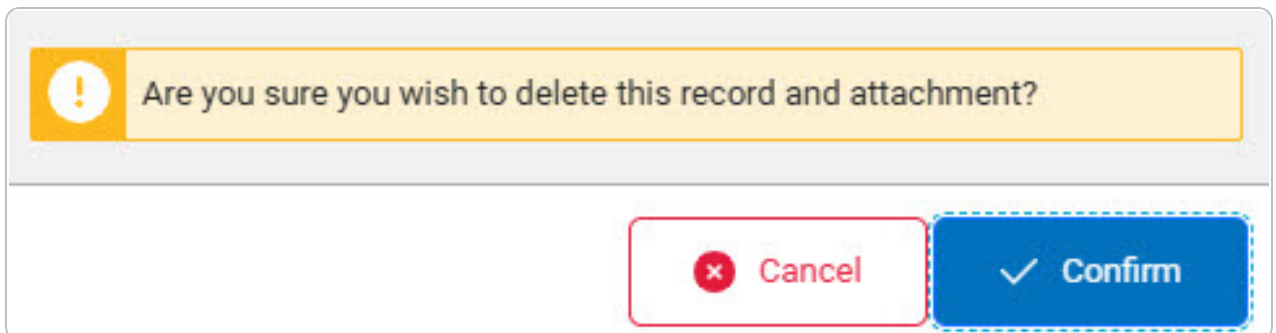
Navigation

Inquiries > Money Value Gain Loss Inquiry > Report History tab > Search Criteria panel > ∨ > [Q Search] > ☐ (desired record) > [🗑 Delete] > Delete Confirmation pop-up window

Procedures

Delete a Money Value Gain Loss Report History File

Selecting [⊗ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the entry. *The File Name is highlighted, and* [✎ Edit] *and* [🗑 Delete] *become available.*

2. Select [🗑 Delete]. *The* **Delete Confirmation** *pop-up window appears.*

⚠ Are you sure you wish to delete this record and attachment?

[⊗ Cancel] [✓ Confirm]

3. Select [✓ Confirm] . *The selected file is removed from the Search Results grid.*