N-SAP 2143

Procedure for Outage Shutdown of Main Trains
Revision 018, August 20, 2012

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Responsible: OPS

NOTE: Check box beside each step after completion.

Purpose:

To test CMMS processes from the creation of a new SKU to the issue and return of that material.

	Summary Task List - High Level	Assigned To	Date
1.	Create new SKU according to VCS Nomenclature Standardization Manual.	Sue Morris & Natasha Wright	
2.	Create Material Request (MR) to reserve material for plant maintenance.	Sue Morris & Natasha Wright	
3.	Run "Reorder Inventory" report to generate new purchase requisition (PR), review PR and route for approval.	Sue Morris & Natasha Wright	
4.	Approve the PR, transfer PR to new Purchase Order (PO), review & approve the PO, email to SCANA Services Systems & Analysis Dept for review.	Sue Morris & Natasha Wright	
5.	Receive purchased material into inventory.	Sue Morris & Natasha Wright	
6.	Run PO and Receipts Interfaces to PeopleSoft.	Sue Morris & Natasha Wright	
7.	Review of PO & Receipt by SCANA Services Systems & Analysis Dept	Kimberly Brown	
8.	Enter an invoice on PeopleSoft exactly as listed on the PO created above and run processes for payment.	Corporate Payables	
9.	Run the Invoice Interface.	Sue Morris & Natasha Wright	
10.	Issue reserved material.	Sue Morris & Natasha Wright	
11.	Return unused material.	Sue Morris & Natasha Wright	
12.	Make cost adjustments for a credit invoice and freight.	Sue Morris & Natasha Wright	
13.	Verify that the invoice information was returned to CMMS correctly.	Sue Morris & Natasha Wright	
14.	Run the IC (Inventory Control) Movement Interface (GL Interface).	Sue Morris, Natasha Wright, Carl Kaminer & Keith Ferguson	

NOTE: Check box beside each step after completion.

Create New SKU	SKU #: **22-0002-9996-00** SKU Description: **PIPE, 12XSCHED40,A335,GRP24,CHROME-MOLY**
Create Material Request (MR) to reserve material for plant maintenance using SKU created above.	MR #: __________
Run “Reorder Inventory” report to generate new Purchase Requisition for new SKU, review PR and route for approval.	PR #: __________
Approve the PR, transfer the PR to a new purchase order (PO), review & approve the PO, email the PO to SCANA Services Systems & Analysis Dept for review.	PO #: __________
Receive purchased material into Inventory.	Lot ID#: __________
Run PO and Receipts Interfaces to PeopleSoft.	
Review of PO & Receipt by SCANA Services Systems & Analysis Dept.	
Enter an invoice on PeopleSoft exactly as listed on the PO created above and run processes for payment.	Voucher ID #: __________
Run the Invoice Interface.	
Issue reserved material.	MR #: ______________/SKU__**22-0002-9996-00**__/QTY__**500**___ (same as above)
Return unused material.	MR #: ______________/SKU__**22-0002-9996-00**__/QTY__**50**___ (same as above)
Make a cost adjustment for a credit invoice.	SKU ____**22-0002-9996-00**________ Amount ___**($100)**_________
Make a cost adjustment for freight.	SKU ____**22-0002-9996-00**________ Amount ___**$1,000**_________
Verify that the invoice information was returned to CMMS correctly.	
Run the IC (Inventory Control) Movement Interface (GL Interface).	

Step 1

Create a new stock number (SKU).

Responsible: OPS

NOTE: Check box beside each step after completion.

Sign on to CMMS with PROCUREMENT SYSTEMS User ID.

1. Obtain the approved Data Entry Form (see SAP-1286, Attachment II) or the CR created to add the SKU for: **PIPE, 12XSCHED40,A335,GRP24,CHROME-MOLY**

2. Assign the new SKU number based on the VCS Nomenclature Standardization Manual.

☐ New SKU #: **22-0002-9996-00**

Description: **PIPE, 12XSCHED40,A335,GRP24,CHROME-MOLY FERGUSON, #SPD4PPEA33524**

3. Add the new SKU to the CMMS Materials System.
From the "VCS Procurement Engineering" tab, double click on the "VCS Parts" icon.
From the "VCS Parts (PE)" tab, double click on the "Parts" icon.
When the "SKU Query" screen displays, click on the "New" button.
From the "SKU – New Mode" screen verify/add the following information:

☐ SKU #: Enter SKU **22-0002-9996-00**
☐ Description: Enter PIPE, 12XSCHED40,A335,GRP24,CHROME-MOLY FERGUSON, #SPD4PPEA33524
☐ Mfg Id: Select **Ferguson Enterprises** from the drop-down menu
☐ Mfg SKU Code: Copy and paste the manufacturer's SKU code from the SKU description – **#SPD4PPEA33524**
☐ Classification: Select **10640 – Pipe_Steel** from the drop-down menu
☐ Safety Class: Select **NNS – Non-Safety Related** from the drop-down menu
☐ Exp Acct Type: Select **0993A – VCS Asset Inventory** from the drop-down menu
☐ Inventory Units: Select **Linear Feet** from the drop-down menu
☐ Purchasing Units: Select **Linear Feet** from the drop-down menu
☐ Sales Tax Type: Select **2 – MTE** from the drop-down menu

The boxes beside the following fields should be checked:

☐ Receive Required
☐ Inventoried
☐ Pickable
☐ Voucher Taxable
☐ Lots

4. Save the data.

5. Click on the "Specs" button, then click on the "New" button then double click on the "Spec Id" field. When the "Specification Templates Lookup" screen displays, enter "SK" in the first field and click on the "Find" button. Two entries will display. Click in the "SKU Info" field, then click on the "Select" button.

6. When the "Documentation Specification Xref – Edit Mode" screen displays:
In the "Storage ID" field, select "C" from the drop-down menu
In the "Requestor" field, type "CREATED FROM 1286 FORM"
Save the data and close this screen.

7. Click on the "Mfgs" button
When the "SKU to Mfg Summary – Edit Mode" screen displays, verify the following:
SKU: **22-0002-9996-00**
Mfg SKU Code: **#SPD4PPEA33524**
Mfg ID: Ferguson Enterprises
Save the data.
Click on the "Vendor" button. When the "Vendor Price List – Edit Mode" screen displays, click on the "New" icon and enter the following:
Enter SKU: **22-0002-9996-00**
Enter Vendor Code: **30111**

NOTE: Check box beside each step after completion.

Click in the "Primary" box – a check mark will appear

In the "Detail" fields:

Type 1 in the "Quantity" field
Type 67.00 in the "Cost" field
Select "Linear Feet" from the drop-down menu in the "U/M" field

Click on the "Inventory" button

Type WHS in the "Default Bin" field
Type 1000 in the "Maximum" field
Type "10" in the "Reorder Point" field

Save the data and return to the "SKU – New Mode" screen.

8. Click on the "Route Slip" button and enter the following:
   Action: Select "APPV" from the drop-down menu
   Assign To: Double click in this field and select the appropriate PROCUREMENT SYSTEMS User ID

9. Click on the "Send" button.

10. Click on the "In Tray" button. When the "In Tray – Edit Mode" screen displays, click on the SKU, then click in the box next to "Accept". Click on the "Send" button.

11. Close the "In Tray – Edit Mode" screen.

12. Click on the "Query" button and re-display the new SKU # 22-0002-9996-00.

13. Note that the "Route Flag" is green. The SKU is approved.

14. Return to the Main Menu.

Responsible: OPS

NOTE: Check box beside each step after completion.

Step 2

Create Material Request (MR) to reserve material for plant maintenance using SKU created above.
Continue with PROCUREMENT SYSTEMS User ID.

1. From the Main Menu double click on the "VCS Work Order Browse" icon.

2. On the "Work Order Browse" screen select "Retrieve All Rows" and click "OK".

3. When all work orders are displayed enter **0118189** in the "String" field.

4. Double click on the work order.

5. On the "Work Order Edit" screen click on the "Associated Steps" tab, then double click on the highlighted step (**001**).

6. When the "Edit Work Order Steps" screen displays click on the MR icon on the toolbar above the screen.

7. When the "Material Request – Edit Mode" screen displays click on the "New" button.

8. On the "Material Request – New Mode" screen verify/enter the following information:

Enter header data:

- ☐ Need Date: Enter **12/31/2012**

Review account distribution (Defaults from work document):

- ☐ OU/Dpt: Should be VCS 0243
- ☐ Acct: Should be 5320000
- ☐ WO: Should be 000000
- ☐ Res: Should be 245
- ☐ Actv: Should be CORR
- ☐ Cst/Sv: Should be 000000
- ☐ Evt: Should be 000

Enter/review line item data:

Line #1:

- ☐ Status: Defaults to Estimate
- ☐ SKU: Line #1: Enter SKU# **22-0002-9996-00**
- ☐ MR Qty: Enter **500**

9. Save data and note the new MR number. ☐ MR# ______________

10. Click on the "Status" field in the MR header and select "OPEN" from the drop-down menu. Save the data.

11. Click on the "Reserve" button. Note that the "Status" on the line item is now "BACKORDERED".

12. **PRINT** the MR and attach to this document.

13. Close all screens and return to the "VCS Procurement Engineering" tab.

14. Verify quantities and dollars in the inventory.

- ☐ Committed: Should be 500.00

Step 3

Responsible: OPS

NOTE: Check box beside each step after completion.

Run the "Reorder Inventory" Report to generate a new purchase requisition (PR) for the new SKU, review the PR then route for approval.

Continue with PROCUREMENT SYSTEMS User ID.

A. Run the "Reorder Inventory report

1. From the "VCS Procurement Engineering" tab, double click on the "Reorder Inventory" icon.

2. On the "Inventory Reorder" screen:

Selection Criteria:

☐ SKU Code: Enter SKU # **22-0002-9996-00**

Generation Criteria:

☐ Required Date: Select **12/31/2012** from the Drop-Down Menu
☐ Promised Date: Select **12/31/2012** from the Drop-Down Menu

3. Click on the "OK" button and the "Process Control – Edit Mode" screen displays giving the Run No, Date, Start Time, End Time, Process Name and User.

In the "Message" section of this screen look for the line "Requisition details created: 1 Items". This indicates that a PR was created for the material reserved.

4. Return to the "VCS Procurement Engineering" tab.

5. To get the PR number:

From the "VCS Procurement Engineering" tab, double click on the "PR Line Item Summary" icon.

When the "On Requisition Summary – Query Mode" screen displays:

SKU: Enter SKU # **22-0002-9996-00**
Click on the "Find" button.

The new purchase requisition number appears on the "On Requisition Summary – Edit Mode" screen in the "Req No" field. Enter the new PR number below.

☐ New Purchase Requisition #: ________________

B. Review information in all applicable fields of the PR

1. Enter/review the following information carried forward from the work order:

Line Information:
Line #1:

☐ SKU Code and Description: Defaults from "Reorder Inventory" report – should be SKU created above.
☐ (QTY) Units: Defaults from SKU – should be 1,500
☐ Rate: Should be 67.00
☐ UM: Defaults from SKU – should be LF
☐ OU/Dpt: Should be VCS 0993
☐ Acct: Should be 1540003
☐ WO: Should be 000000
☐ Res: Should be 202
☐ Actv: Should be HDMT
☐ Cst/Sv: Should be 000000

1

Responsible: OPS

NOTE: Check box beside each step after completion.

☐ Evt: Should be 000
☐ Total Cost: Should be 100,500.00
☐ Tax Type: Should be 2
☐ Vendor: Should be 30111
☐ Required: Should be 12/31/2012

2. Save the data.

C. Route and approve the PR

1. After the data is saved, a pop-up box will appear "Do you want to perform document routing now?" Click on the "Yes" button and the "Route Slip – Edit Mode" screen will display the following information:

☐ Level: Defaults to "1"	☐ Action: Defaults to "APPV"	☐ Assign To: Defaults to "PE"
☐ Level: Defaults to "2"	☐ Action: Defaults to "APPV"	☐ Assign To: Defaults to "PQ"
☐ Level: Defaults to "3"	☐ Action: Defaults to "APPV"	☐ Assign To: Defaults to "PURCH"

Change the "Assign To" field on level "1" to the Procurement Agent's User ID. Delete levels "2" and "3".

Click on the "Send" button to route the PR for approval.

2. Return to the "Inventory – Edit Mode" screen: click on the "SKU Analysis" button and then click on the "Detail" button.

3. Verify quantities and dollars in the inventory.

☐ Committed: Should be 500.00
☐ On Requisition: Should be 1500.00

Step 4

Approve the PR, transfer the PR to a new purchase order (PO), review and approve the PO.
Sign on to CMMS with Procurement Agent User ID.

A. Approve the PR

Responsible: OPS

NOTE: Check box beside each step after completion.

1. Click on the “InTray” button on the Tool Bar at the top of the screen.

☐ When the “In Tray – Edit Mode” screen displays select the PR number, click in the box beside “Accept” then click on the “Send” button.

2. Redisplay the PR by closing the “In Tray – Edit Mode” screen and clicking on the “Find” button. A green route flag indicates that the PR is approved and ready to be transferred to a purchase order. Save the data.

3. **PRINT** the purchase requisition then click on the “Close” button on the “Purchase Request Printing” screen.

4. Attach a copy of the purchase requisition to this document.

B. Transfer the PR to a PO

1. On the “Requisition – Edit Mode” screen perform the following:
   - a. Click on the drop down menu in the “Next State” field and select “Open”
   - b. Save the data
   - c. Click on the drop down menu in the “Next State” field and select “Ready”.
   - d. Save the data.
   - e. Return to the VCS Procurement tab

2. From the VCS Procurement tab, double click on the “Transfer PR’s” icon.

3. From the “Requisition Transfer – Query Mode” screen, enter the purchase requisition number created above in the “Req No” field and click on the “Find” button.

4. Select all line items for the PR by clicking in the “Tran?” box next to each line and then click on the “Transfer” button.

5. The “Transfer Options” pop-up screen will display. The box beside “New Purchase Order” should be checked. Select the appropriate Procurement Agent from the drop-down menu. Click on the “OK” button.

6. When the “Transfer Options” pop-up screen displays click “OK” when the “Continue with the Transfer?” message displays.

7. When the message “Process completed successfully” displays click on the “OK” button then scroll over to the “PO No” field. Enter the new PO number below.

☐ PO # ______________________

8. Return to the “VCS Procurement” menu.

C. Review the new purchase order.

1. In the VCS Procurement panel, double click on the “Create Purchase Order” icon.

2. On the “Purchase Orders – Query Mode” screen, type the new PO number in the “PO No – CO” field.

3. Click on the “Find” button.

NOTE: Check box beside each step after completion.

4. On the "Purchase Orders – Edit Mode" screen verify/change/enter the following information.

☐ Date Promised: Enter **12/31/2012**
☐ FOB: From the drop-down menu select **01 – SP-F PPD & A**
☐ Ship Via: From the drop-down menu select **001 – Best Method**
☐ Terms: From the drop-down menu select **00 – Due Immediately**

Line #1

☐ SKU: Defaults from line 1 of the PR – should be 22-0002-9996-00
☐ Units: Defaults from PR – number of units to be purchased – 1,500
☐ Rate: Defaults from PR - $67.00
☐ Total Cost: Defaults from PR - $100,500.00
☐ UM: Defaults from PR – LF – Linear Feet
☐ OU/Dpt: Defaults from PR – VCS 0993
☐ Acct: Defaults from PR – 1540003
☐ WO: Defaults from PR – 000000
☐ Res: Defaults from PR – 202
☐ Actv: Defaults from PR – HDMT
☐ CstSv: Defaults to 000000
☐ Evt: Defaults to 000
☐ Tax Type: Defaults from the PR – should be 2
☐ Dt Required: Defaults from entry above – should be 12/31/2012
☐ Dt Promised: Defaults from header
☐ Open Amount: Defaults from total cost – should be $100,500.00

5. Save the data.

6. Print the PO. An error message "PO is not approved – Print/Fax/Mail options are disabled" appears. The PO cannot be printed, faxed or emailed until it is approved.

D. Route purchase order for approval.

1. From the "Purchase Orders – Edit Mode" screen click on the "Route Slip" button.

2. When the "Route Slip – New Mode" screen displays add the following information:

☐ Click on the "Add Detail" icon
☐ Action: Select "APPV" from the drop-down menu
☐ Assign To: Double click in this field and select Procurement Agent User ID

3. Click on the "Send" button to route the PO for approval.

4. To approve the routed PO:

☐ Click on the "InTray" button
☐ When the "In Tray – Edit Mode" screen displays select the PO number, click in the box beside "Accept" then click on the "Send" button.

5. Close the "In Tray – Edit Mode" screen and return to the "Purchase Order – Edit Mode" screen. Click on the "Query" button. The PO # should already be in the "PO No" field. Click on the "Find" button. The "Purchase Order – Edit Mode" screen redisplays. The green route flag indicates that the PO is approved.

6. **PRINT** the purchase order and attach it to this document.

7. **EMAIL** the purchase order to Kimberly.D.Brown@scana.com (SCANA Services Systems & Analysis Dept) for review.

NOTE: Check box beside each step after completion.

8. Return to the “Inventory – Edit Mode” screen: click on the “SKU Analysis” button and then click on the “Detail” button.

9. Verify quantities and dollars in the inventory.

☐ On Order: Should be 1500.00
☐ Committed: Should be 500.00

Close all screens and return to the Main Menu.

Step 5

Receive purchased material into inventory.
Sign on to CMMS with Storekeeper User ID.

1. From the VCS Materials panel double click on the “VCS Receiving” icon.

2. From the VCS Receiving panel double click on the “Receiving” icon.

3. On the “Receiving – Query Mode” screen enter the PO number created above in the “PO No” field then click on the “Find” button.

4. The “Receiving – Edit Mode” screen displays all lines from the purchase order.

5. In the field “Units to Receive”:

NOTE: Check box beside each step after completion.

☐ Line 1: Enter **1,500**

6. On the "Serial/Lot Numbers Entry" screen:

☐ Enter Lot ID Generated number: ________________
☐ Asset Tag: Enter **NA** (Not applicable)

7. Click on the "OK" button. Units have been received.

8. Save the data.

9. Return to the "Inventory – Edit Mode" screen.

10. Verify quantities and dollars in the inventory.

☐ On Hand: Should be 1500.00
☐ Staged: Should be 500.00
☐ Average Cost: Should be 67.00
☐ Total Cost: Should be 100,500
☐ Last Cost: Should be 67.00

Step 6

Run the PO and Receipts Interfaces to PeopleSoft.
Sign on with Inventory Analyst User ID.

Run the PO Interface

1. From the Main Menu click on the "VCS Interface Reports" icon.

2. From the "Navigator – Report Selection" screen double click on "SCANA PO Export". Enter a specific PO or group of POs in the appropriate field or leave the "%" in this field to export all POs then click on the "Run Now" button.

3. When the "SCANA PO Export" report displays, verify that this data should be exported and then click on the "PO Export" button.

NOTE: Check box beside each step after completion.

4. When the export finishes, an email is sent to the initiator. This email ("CHAMPS PO Export – Process/Error Notification") contains the PO log file. The log file shows that the data was successfully written to the Data Export File.

5. Send an email to the IST EBS Materials Support Team to process the POs on the PeopleSoft side.

Run the Receipts Interface

1. From the Main Menu click on the "VCS Interface Reports" icon.

2. From the "Navigator – Report Selection" screen double click on "SCANA Receipts Export". Enter a specific PO or group of POs in the appropriate field or leave the "%" in this field to export all receipts then click on the "Run Now" button.

3. When the "SCANA Receipts Export" report displays, verify that this data should be exported and then click on the "Receipts Export" button.

4. When the export finishes, an email is sent to the initiator. This email ("CHAMPS Receipts Export – Process/Error Notification") contains the Receipts log file. The log file shows that the data was successfully written to the Data Export File.

5. Send an email to the IST EBS Materials Support Team to process the receipts on the PeopleSoft side.

6. Add copies of the following for all purchase orders and add to this document:

PO Interface:

Print Email – See Script #2
Print Log File – See Script #2
Print Data File – See Script #2

Receipt Interface:

Print Email – See Script #2
Print Log File – See Script #2
Print Data File – See Script #2

Step 7 (SCANA Services Systems & Analysis)

The SCANA Services Systems & Analysis department will review the purchase order and receiving report to insure that PeopleSoft has been updated appropriately. When this review is complete, the invoices will be forwarded to Corporate Payables for entry.

Step 8 (Corporate Payables)

The Corporate Payables department will enter the appropriate invoice for this test script into PeopleSoft, run the payment processes (Matching, Pay Cycle, Voucher Post and Payment Post) and submit their test results as CMMS testing is finished. This documentation will be attached to the final test results submitted for approval by the Internal Controls Compliance department.

NOTE: Check box beside each step after completion.

Step 9

Run the Invoice Interface.
Sign on with Inventory Analyst User ID.

1. From the Main Menu click on the "VCS Interface Reports" icon.

2. From the "Navigator – Report Selection" screen double click on "SCANA Invoice Import".

3. From the "SCANA Invoice Import – Parameter Entry" screen enter the invoice payment dates into the "to" and "from" dates then click on the "Run Now" button.

4. When the "SCANA Invoice Import" report displays, verify that this data should be imported and then click on the "Invoice Import" button.

5. When the import finishes, an email is sent to the initiator. This email ("CHAMPS Invoice Import – Process/Error Notification") contains the invoice log file. The log file shows data that has been written to CMMS.

6. Verify the following:
   "Inventory – Edit Mode" screen – verify that the average cost was updated correctly
   "Inventory Movements" screen – verify that the movement record was added correctly.

7. Add copies of the following and attach to this document:
   PRINT Email – See Script #2
   PRINT Log File – See Script #2

Step 10

Issue reserved material
Sign on with the Storekeeper User ID.

As soon as the material is received, the status on the MR changes to staged. The status of reserved material must be "Staged" before it can be issued.

1. From the VCS Materials panel click on the "Issue Parts" button. When the "Material Request Issue – Edit Mode" screen displays be sure that the status of each line item is "Staged". Only material with a "Staged" status can be issued.

2. Click on the "Issue MR" tab. A pop-up message will ask "Would you like to issue the entire MR?" Click on the "Yes" button and complete the following fields:

☐ Issue to Badge: Enter user ID **SM05420 (Susan E. Morris)** or use the drop-down menu to scroll down to the user ID.

☐ Qty to Issue: Line #1: Defaults to 500 (reserved amount)

Responsible: OPS

NOTE: Check box beside each step after completion.

3. Click on the “Issue Parts” button to display the “Serial/Lot Numbers Entry For Inventory Adjustment Options” screen.

4. Enter the lot number in the “Lot” field and click on the “OK” button.

5. The “Material Request Issue – Edit Mode” screen, “Issue MR” tab will re-display with the message box “Material Request Items Issued”.

6. Verify quantities and dollars in the inventory.

☐ On Hand: Should be 1000.00
☐ Average Cost: Should be 67.165
☐ Total Cost: Should be 67,165.00
☐ Last Cost: Should be 67.00

Step 11

Return unused material to the warehouse
Continue with the Storekeeper User ID.

1. From the VCS Materials tab double click on the “Material Request Issue/Return” icon.

2. When the “Material Request Issue – Query Mode” screen displays, enter the Material Request # in the MR No. field. Click on the “Find” button.

3. When the “Material Request Issue – Edit Mode” screen displays click on the “Return MR” tab and enter the following:

☐ Work Order: Enter **0118189**
☐ Step: Enter **001**
☐ Return Badge: Enter user ID **SM05420 (Susan E. Morris)**.
☐ Qty to Return: Enter **50**

4. Click on the “Return Parts” button.

NOTE: Check box beside each step after completion.

5. When the “Serial/Lot Numbers Entry For Inventory Adjustment Options” screen displays, enter the lot number in the “Lot” field and click on the “OK” button.

6. The “Material Request Issue – Edit Mode” screen, “Return MR” tab will re-display with the message box “Material Request Items Returned”.

7. Return to the “Inventory – Edit Mode” screen on the “Inventory” tab and verify quantities and dollars in the inventory.

☐ On Hand: Should be 1050.00
☐ Average Cost: Should be 67.165
☐ Total Cost: Should be 70,523.25
☐ Last Cost: Should be 67.00

Step 12

Make cost adjustments to add a credit invoice for incorrect pricing and to add freight charges.
Sign on to CMMS with Inventory Analyst User ID.

A. Enter a cost adjustment for credit invoice

1. From the VCS Main Menu double click on the “VCS Supplier/Quality” icon.
2. Click on the “Issue/Return” icon and the “Inventory Adjustment Options – New Mode” screen displays.

☐ Click in the box beside Cost Adjustment
☐ SKU: Enter **22-0002-9996-00** created above
☐ Reason: Enter **Credit for incorrect pricing.**
☐ Cost: Enter **-100.00**

3. Click on the “OK” button and the transaction will be processed.

4. Verify quantities and dollars in the inventory from the “Inventory – Edit Mode” screen.

☐ On Hand: Should be 1050.00
☐ Average Cost: Should be 67.0698
☐ Total Cost: Should be 70,423.25
☐ Last Cost: Should be 67.00

B. Enter a cost adjustment to add freight

Responsible: OPS

NOTE: Check box beside each step after completion.

1. Return to the "Inventory Adjustment Options – New Mode" screen.
☐ Click in the box beside Cost Adjustment
☐ SKU: Enter **22-0002-9996-00** created above
☐ Reason: Enter **To add freight**.
☐ Cost: Enter 1000.00

2. Click on the "OK" button and the transaction will be processed.

3. Verify quantities and dollars in the inventory from the "Inventory – Edit Mode" screen.
☐ On Hand: Should be 1050.00
☐ Average Cost: Should be 68.0221
☐ Total Cost: Should be 71,423.25
☐ Last Cost: Should be 67.00

4. Close all screens.

Step 13

Verify that the invoice information was returned to CMMS correctly. Sign on with Inventory Analyst User ID.

1. From the Main Menu double click on the "VCS A/P" icon.

2. From the "VCS A/P" tab double click on the "Voucher" icon. The "Voucher – Query Mode" screen displays.

3. Enter the Voucher ID number in the corresponding field and click on the "Find" button. The "Voucher – Edit Mode" screen displays. Verify that the paid invoice was returned to CMMS accurately using the invoice entered by Corporate Payables.

Step 14

Run the IC Movement Interface (Inventory Control) / General Ledger Interface. Sign on with Inventory Analyst User ID.

1. From the Main Menu click on the "VCS Interface Reports" icon.

2. From the "Navigator – Report Selection" screen double click on "SCANA Inventory Movements Export".

3. From the "SCANA IC Export – Parameter Entry" screen enter the SOX Testing dates into the "to" and "from" dates then click on the "Run Now" button.

4. When the "SCANA IC Export" report displays, verify that this data should be exported to PeopleSoft and then click on the "IC Export" button.

5. When the export finishes, an email is sent to the initiator. This email ("CHAMPS IC Export – Process/Error Notification") contains the invoice log file. The log file shows data that has been written to PeopleSoft.

6. Add copies of the following and attach to this document:

PRINT Email – See Script #2
PRINT Log File – See Script #2
PRINT Data File – See Script #2
PRINT Carl's inventory report

2012 SOX M and P – CMMS Script 1 – Test COMPLETE

Additional Comments: