

# **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

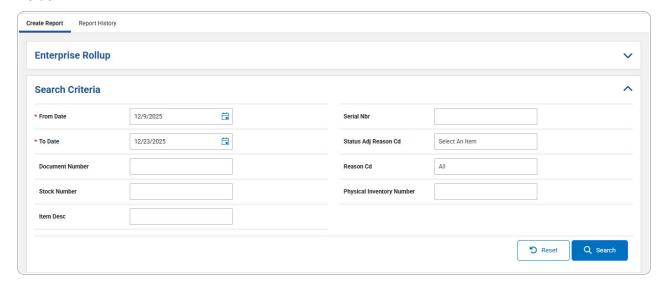
### **Procedures**

### 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 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.





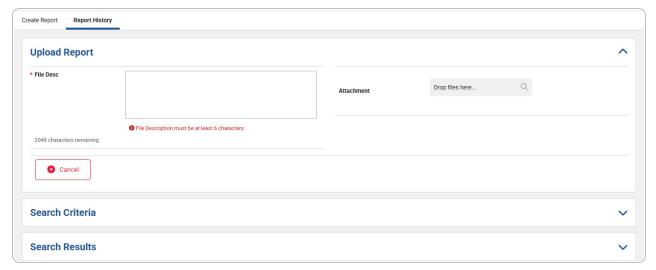
- **A.** Use to select the From Date, or enter the date MM/DD/YYYY in the field provided.
- **B.** Use to select the To Date, or enter the date MM/DD/YYYY in the field provided.
- 2. Select Q Search . Results appear in the Search Results grid.



3. Select MVGL Notice. A snapshot of the Money Value Gain Loss data appears in a PDF, ready for a 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 250 alphanumeric character field.
- 3. Use to browse for the Attachment. *The selected attachment appears underneath.*





4. Test Attachment File.docx appears. Select and the file is deleted

from the Upload Report.

OR

Select Clear. The selected file is cleared from the Upload Report.

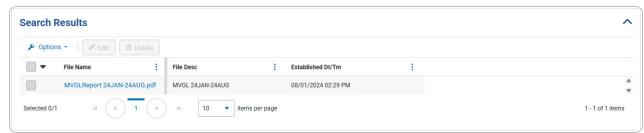
OR

Select . The selected file is uploaded.

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



6. Select Results appear in the Search Results grid.



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# **Update a Money Value Gain Loss Inquiry Report History File**

## **Navigation**

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

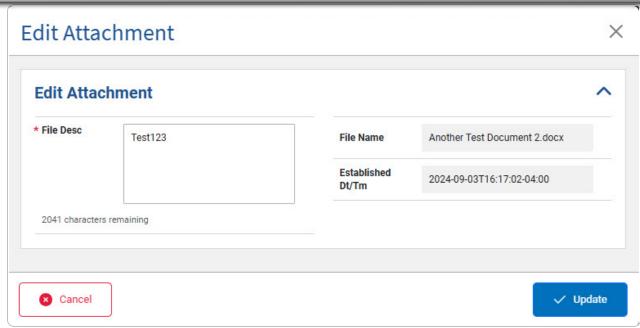
## **Procedures**

#### **Edit an Attachment**

Selecting 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 become available.
- 2. Select Edit . The **Edit Attachment** pop-up window appears.





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

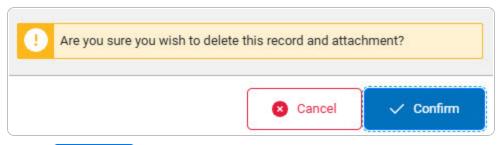
## **Navigation**

## **Procedures**

### **Delete a Money Value Gain Loss Report History File**

Selecting 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 become available.
- 2. Select Delete Confirmation pop-up window appears.



3. Select Confirm . The selected file is removed from the Search Results grid.