



USxS-R Equipment Inventory


Revised June 2021

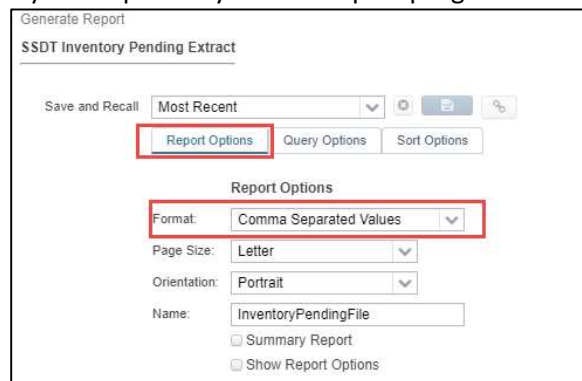
General Info

Until the equipment inventory module is complete in the Redesign, users can continue to use Classic's EIS to maintain inventory records. This document outlines the steps needed to create the inventory extract from the Redesign and import newly purchased items into the Classic EIS pending file.

Current Procedure

Creating Inventory Extract from USAS-R

1. Log into USAS-R
2. Go to Report/Report Manager
3. Find the SSDT Inventory Pending Extract Report
4. Click  to Generate the Report
 - a. On the Report Options tab Select the Format of CSV so the output will be in the exact layout required by the EIS import program in Classic



Generate Report
SSDT Inventory Pending Extract

Save and Recall Most Recent

Report Options Query Options Sort Options

Report Options

Format: Comma Separated Values

Page Size: Letter

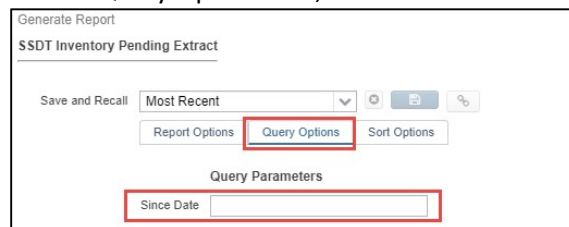
Orientation: Portrait

Name: InventoryPendingFile

Summary Report

Show Report Options

- b. On the Query Options tab, Enter a Since Date




Generate Report
SSDT Inventory Pending Extract

Save and Recall Most Recent

Report Options Query Options Sort Options

Query Parameters

Since Date

5. Click  Generate Report
6. Save the output file to your computer

Importing into Classic

1. Log into Classic USAS



2. Use the File transfer to transfer the Redesign file from your computer into a directory on the Classic system
 - a. File transfer type should be ASCII
3. Enter EISIMPR at the MENU>
 - a. Enter your Import file name and execute the program

```
EISIMPR - EIS Import Inventory File
Report File Specifications:
Error report file      EISIMPR.TXT
Print options page    Y
Optional heading line
Processing Options:
Import file:          INV_PEND_EXTRACT.CSV

EIS Import Inventory File from USAS-R 1 of 1
PF1 Execute          F10 Reset
F7 Help              F11 Save/Recall
F8 Exit
F9 Cancel
```

4. Review the output file EISIMPR.TXT for any errors. If no records are listed as rejected, all the invoice items contained on the extract from Redesign should now be in the EIS Pending file.

```
Date: 03/14/19          SAMPLEVILLE SCHOOLS          Page: 1
Time: 1:45 pm          INVENTORY PENDING IMPORT ERROR REPORT (EISIMPR)
REC #  ERROR MESSAGE          FIELD NAME          CURRENT FIELD VALUE
-----
Total rejected records : 0
Total imported records : 42

# = Record contains a FATAL error that must be corrected
! = Informational error message
```

5. View EISSCN/PENDING or run an EISRPT/EIS501 report to confirm the items are in the pending file.
6. Continue processing inventory as normal adding the items from the EIS pending file.