



Creating an Inventory Extract & Importing into Classic EIS

This procedure outlines the steps needed to create the inventory extract from Redesign and import into the Classic EIS pending file.

1. Go to Report > Report Manager > **Inventory Pending Extract Report**
2. Generate the Report.

- Format should stay as CSV as the output will be in the exact layout needed for the EIS import program
- Enter a Since Date (date of migration to redesign)

The screenshot shows the 'Generate Report' window for 'SSDT Inventory Pending Extract'. It includes a 'Save and Recall' section with a 'Most Recent' dropdown and icons for save, print, and share. The 'Report Options' section has dropdowns for 'Format' (set to 'Comma Separated Values'), 'Page Size' (set to 'Letter'), and 'Orientation' (set to 'Portrait'). There is a text input for 'Name' containing 'InventoryPendingFile' and a checkbox for 'Summary Report'. The 'Query Parameters' section has two empty text input fields. A 'Generate Report' button and a refresh icon are at the bottom.

3. Save the output file.

4. ** Note: If correct inventory is not generated by the **Inventory Pending Extract Report**, please use the **EIS - Catch up extract for inventory items**

5. Under Query Options:

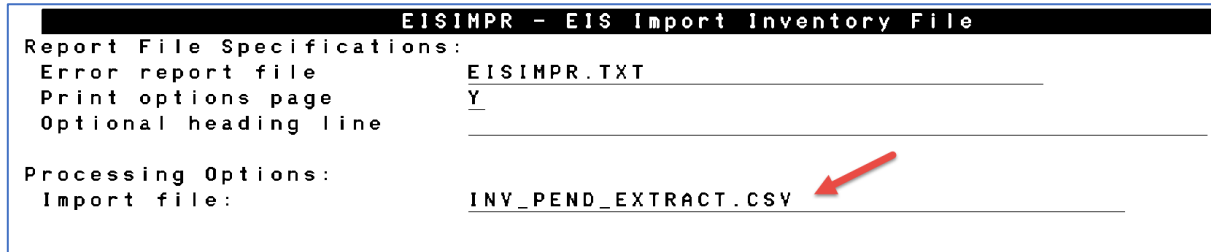
- Format should stay as CSV as the output will be in the exact layout needed for the EIS import program
- Enter the Object codes (i.e. 500-699)
- Enter a Start and End Date for invoices and a Threshold Amount.

6. Generate the Report

The screenshot shows the 'Generate Report' window for 'EIS - Catch up extract for inventory items'. It has a 'Save and Recall' section with a 'Most Recent' dropdown and icons for save, print, and share. Below are tabs for 'Report Options', 'Query Options' (which is selected), and 'Sort Options'. The 'Query Parameters' section includes text inputs for 'Beginning Object code' (500), 'Ending Object code' (699), 'Start Invoice Date', 'End Invoice Date', and 'Threshold amount (Greater than or equal to)'.

7. FTP the file to your PTR in Classic (if needed, see document: Transferring Files to Classic)
8. At the Menu prompt, type **EISIMPR**
 - Enter the 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
```



- All items from the extract file will then post to the EIS Pending File
9. Review the output file EISIMPR.TXT in your PTR for any errors.
 10. Go to EISSCN > PENDING or run an EIS501 report to confirm the items are on the Pending File.
 11. Continue processing inventory as you normally would pulling the items from the EIS Pending File. See classic EIS closing procedures.