

The **Auto Replenishment Inactive Vendor Report** is a custom report that can be generated from the same run control as the **Create Replenishment Request** process. Users can run this to view items where the Quantity On Hand is below the Reorder Point and do not have an active vendor associated with them. Any items on this report cannot process to create a requisition.

Navigation: Inventory > Replenish Inventory > Create Replenishment Requests

The **Create Replenishments** page displays. Click **Run**.

The **Process Scheduler Request** page displays. There is an additional process option for running the process to generate the custom report. It is run automatically whenever the **Create Replenishment PSJob** is run. Click the **INC6063** checkbox to run it independently.

Click **OK** to run the process.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	INC6063	INC6063	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	IN Replenishment Options	IN_REPLEN_AE	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	IN.Replenishment	REPLN_AE	PSJob	(None)	(None)	Distribution

Click the **Details** link once the report processes to **Success** and **Posted** in the Process Scheduler.

The screenshot shows the 'Process List' tab in the Process Scheduler. At the top, there are search filters for User ID, Server, Type, Name, Instance, Run Status, and Distribution Status. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6798708		Crystal	INC6063	CORECamaraN	02/26/2013 1:19:33PM EST	Success	Posted	<a href="#">Details</a>

Click the **View Log/Trace** link.

The screenshot shows the 'Process Detail' page for instance 6798708. It is divided into several sections:

- Process:** Instance 6798708, Type Crystal, Name INC6063, Description INC6063, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID DOCM1, Location Server, Server PSNT, Recurrence.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request.
- Date/Time:** Request Created On 02/26/2013 1:19:39PM EST, Run Anytime After 02/26/2013 1:19:33PM EST, Began Process At 02/26/2013 1:20:27PM EST, Ended Process At 02/26/2013 1:20:50PM EST.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (highlighted).

Click the **PDF** link.

### View Log/Trace

**Report**

Report ID: 5466971      Process Instance: 6798708      [Message Log](#)  
Name: INC6063      Process Type: Crystal  
Run Status: Success

INC6063

**Distribution Details**

Distribution Node: PRODRPTFTP      Expiration Date: 05/27/2013


**File List**

Name	File Size (bytes)	Datetime Created
CRW_INC6063_6798708.log	0	02/26/2013 1:20:50.842356PM EST
<b>INC6063_6798708.PDF</b>	40,483	02/26/2013 1:20:50.842356PM EST
pssqltrace.trc	508	02/26/2013 1:20:50.842356PM EST

**Distribute To**

Distribution ID Type	*Distribution ID
User	COREC

The report displays as a PDF in a new window.

 State of Connecticut  
**Auto Replenishment Inactive Vendor Report**

Report Id: INC6063      Page No : 1  
Replenish ID :      Run Date : 2/11/2013  
Run Time : 8:48:24 AM

Item Number	Item Description	Manufacturer Name	Manufacturer Part Number
CM_2157_126101	CASSETTE - AUDIO - # 109010 NORMAL BIAS - 60 MINUTE-1/EA	MAXELL CORP (see maxell)	MAXUR60
CM_2157_126101	CASSETTE - AUDIO - # 109010 NORMAL BIAS - 60 MINUTE-1/EA	MAXELL CORPORATION OF AMERIC/	MAXUR60
CM_2157_1861158	T SHIRT 50 COTTON/50 POLYESTER 6 OUNCE MAROON 14 SMALL 144	State of Connecticut	3302380151CA
CM_2157_1861511	UNDERSHIRT 3.5 OUNCE WHITE 16 LARGE 144 PER CASE	State of Connecticut	3303020307
CM_2157_1861512	UNDERSHIRT 3.5 OUNCE WHITE 17 X LARGE 144 PER CASE	State of Connecticut	3303020407
CM_2157_1861514	UNDERSHIRT 3.5 OUNCE WHITE 19 3X LARGE 144 PER CASE	State of Connecticut	3303020607
CM_2157_1861515	UNDERSHIRT 3.5 OUNCE WHITE 20 4X LARGE 144 PER CASE	State of Connecticut	3303020707
CM_2157_1861517	UNDERSHIRT 3.5 OUNCE WHITE 22 6X LARGE 144 PER CASE	State of Connecticut	3303020907

The inventory manager will take the appropriate actions on the items listed.