How To Submit Month End Inventory
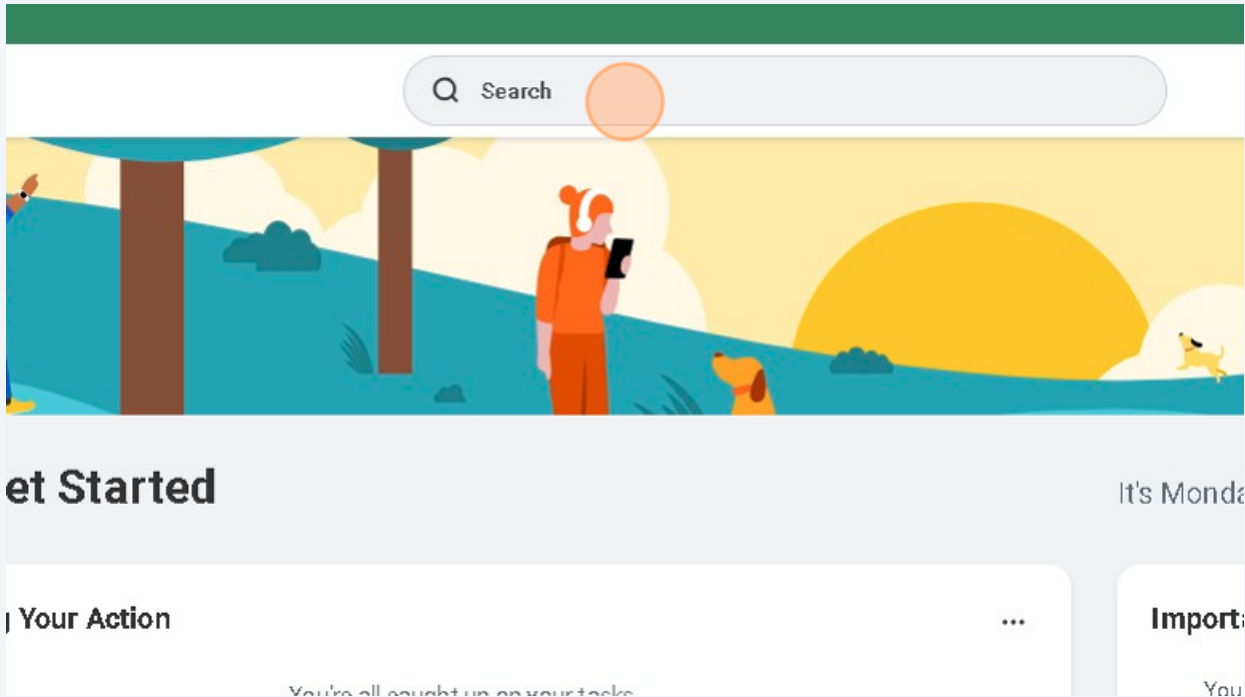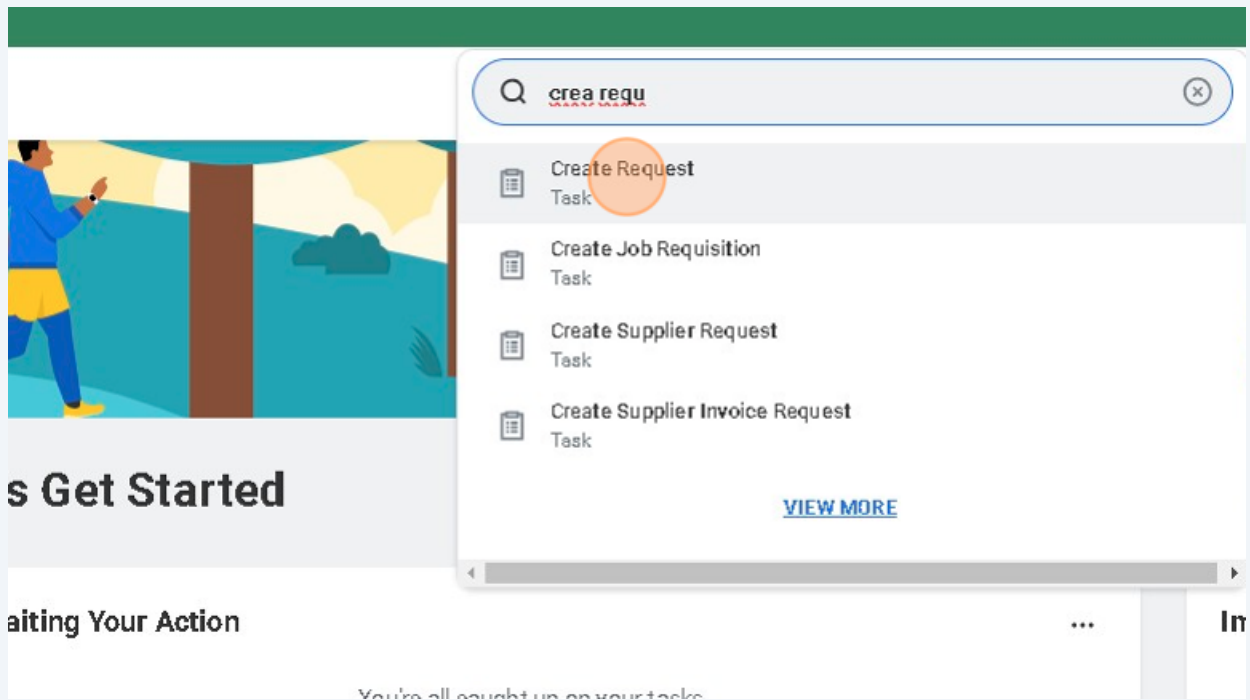
1 Click the "Search" field.
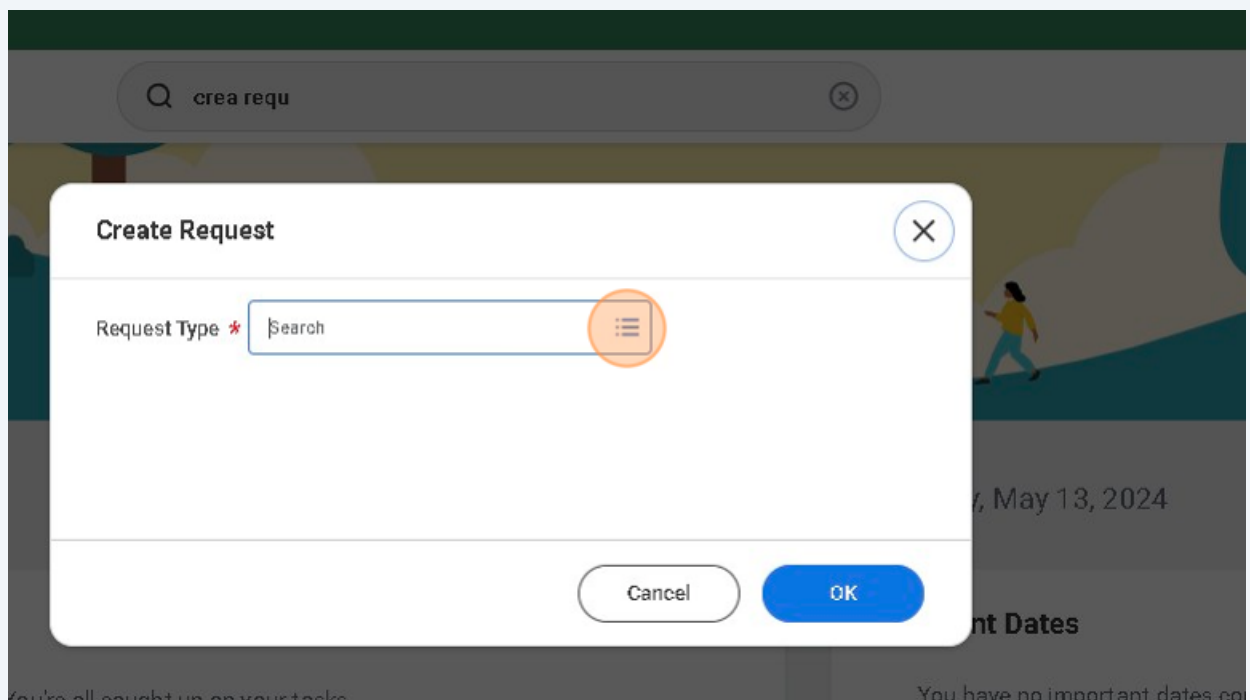

2 Type "Create Request"
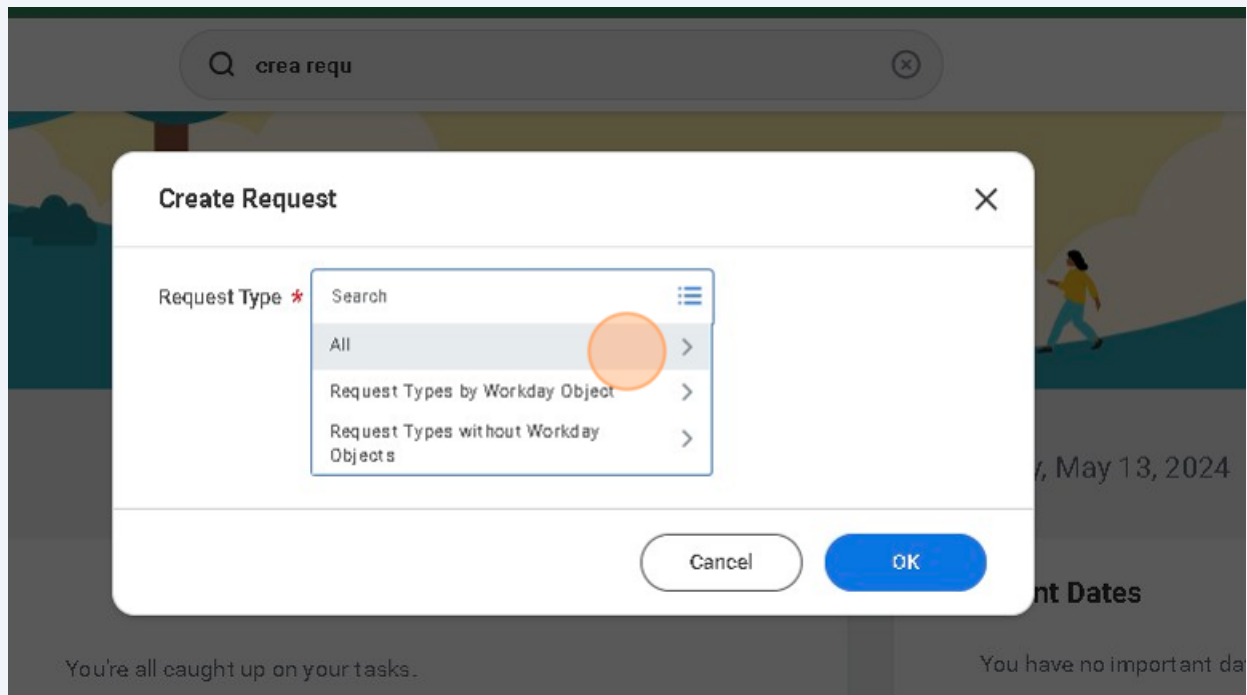
3 Click "Create Request"

4 Click this icon.
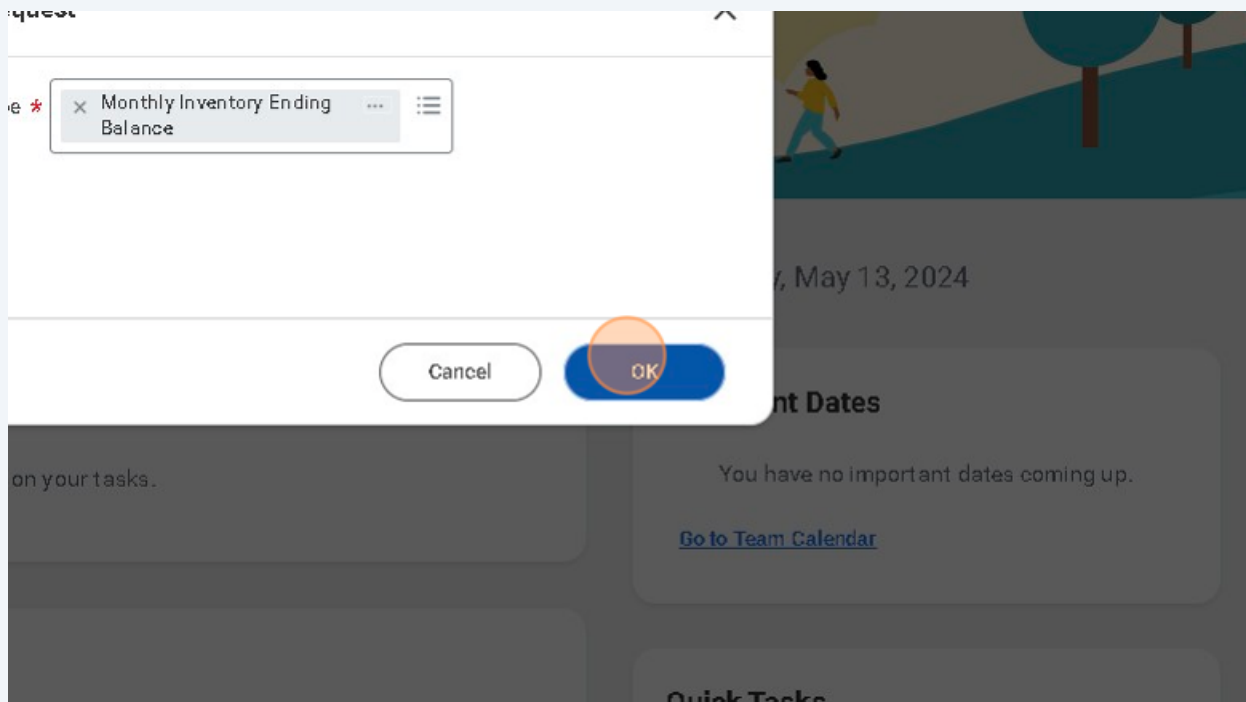
5 Click "All"

6 Click "Monthly Inventory Ending Balance"

7 Click "OK"

quest   ✕

    ✕   Monthly Inventory Ending   ⋯   ☰
           Balance

Cancel   OK

, May 13, 2024

nt Dates

on your tasks.   You have no important dates coming up.

Go to Team Calendar

Quick Tasks

---
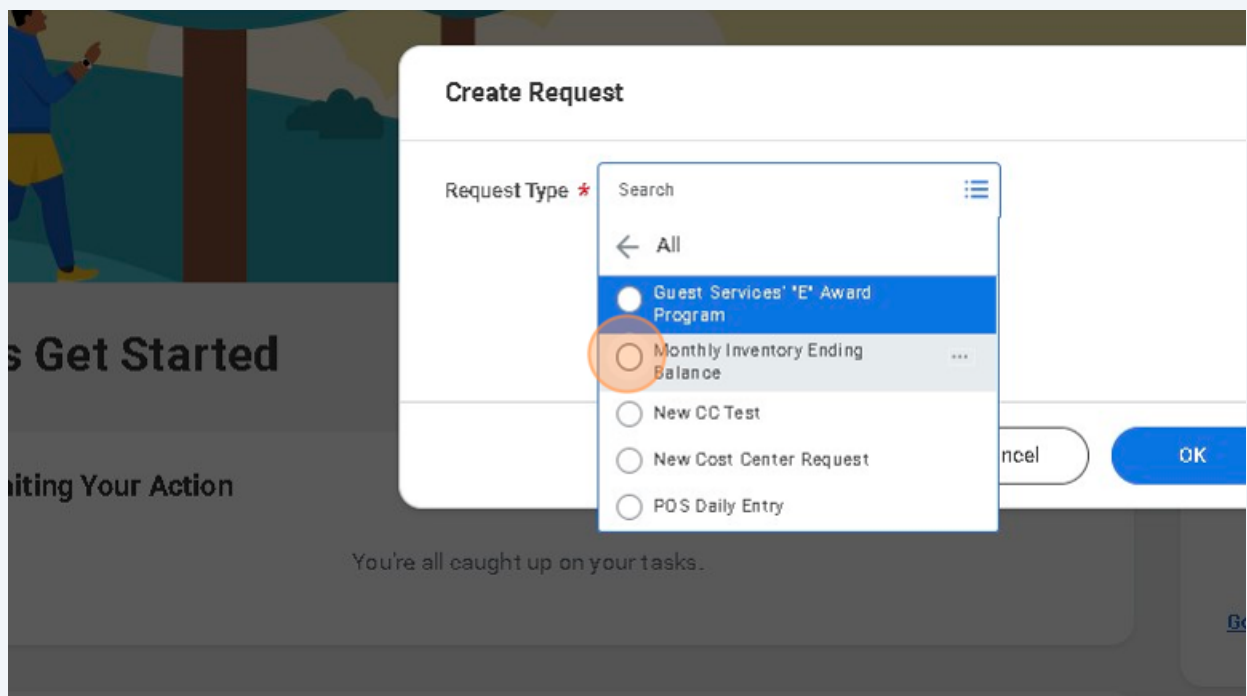
8 Click this icon and enter the last day of the month you are entering the inventory balance for.

Template to record monthly ending inventory balances

Period End Date
(Required)

MM/DD/YYYY 📅

Unit
(Required)

9 Click this field.

Period End Date
(Required)

04/30/2024 📅

Unit
(Required)

Inventory - Food & Beverage

Inventory - Vending

10 Type your Cost Center number "CC0####"

11 Click the inventory field/s and enter your month end inventory.

Unit
(Required)

CC03023

Inventory - Food & Beverage

Inventory - Vending

12 Attach your inventory support

13 Click "Submit"

enter your comment

Attachments

XLS   Blank WorkDay Attachment.xlsx
✓   Successfully Uploaded!

🗑

Description

Upload

Submit   Save for Later   Cancel