



Approve Warehouse Requisitions - BWH3060

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This page is used to approve line items on an inventory requisition submitted through the [Create/Modify Warehouse Requisitions](#) page. One line item at a time is displayed on the page for you to approve or delete.

For requisitions containing multiple line items, click **Post** to approve the entire requisition once all reviewers have approved it. Items must be either approved or deleted prior to posting approval to the requisition. Most of the display-only fields can be updated on the [Create/Modify Warehouse Requisitions](#) page, if necessary. Restock requisitions are processed, and purchase order numbers are assigned when the **Allow for Approval Process (Restock Requisition)** field on Warehouse Options is selected.

Approve a warehouse requisition:



Retrieve an existing record	Requisition Nbr	Type the six-digit requisition number to be retrieved, if known. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.
	Click Retrieve . If the requisition number is not known, click Directory .	

In the free-form area:

Field	Description
Originator Name	The name of the logged-on user is displayed.
Requestor Name	Type the name of the person or organization requesting the item(s). As you type the data, a drop-down list of corresponding data is displayed. Select the requestor.
Requisition Nbr	Displays AUTO if Use Automatic CYR Requisition Number Assignment is selected on the District Finance Options page. The requisition number will be automatically assigned when the requisition is saved.
Date Requested	Type the date of the requisition request. By default, the field is set to the current date; however, it can be changed.
Date Required	Type the date that the requisition is required. By default, the field is set to the current date; however, it can be changed.
Reason	Type the reason for submitting the requisition or edit the current reason. The field can be a maximum of 30 characters. This information is displayed on various reports and on the general ledger.
Campus/Dept	Type the name of the campus submitting the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select the campus/department.
Shipping Addr	Type the address where the requisition is to be shipped or press SPACEBAR to display the list of available purchasing addresses.
Reference Nbr	Type the identification number for this requisition. The field can be a maximum of 15 characters.

Field	Description
Hold	Select to have the item(s) ordered held at the warehouse, or leave the option blank to have the item(s) ordered shipped to the requestor's shipping address.
Accounting Period	The accounting period for this transaction is displayed.

In the upper grid:

Note	Click to add or read a note for the item. If a paper clip is displayed next to the Note button, an item note exists. In the note window, review the existing notes or type new or additional notes (justification or instructions) about the item. This information is for internal use only. Click OK to save the note and close the window. Otherwise, click Cancel to close the window.
Details	Click  to select or view the account code(s) for the selected item. The account code data is displayed in the lower grid.
Seq	The order sequence of items in the requisition is displayed. The sequence number is automatically assigned when an item is added to the requisition.
Item Number	Type an inventory item number for the item to be ordered, or click  to select an item number from a list.
Item Description	The item description is displayed, which is automatically populated based on the data populated in the Item Number field.
Quantity	Type the quantity in units of issue for the requested item.
Unit Price	The unit price of the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Unit of Issue	The unit of issue for the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Long Description	The long description of the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Status	Automatically populated based on the inventory record for the selected item number.
Approval Status	Automatically populated based on the inventory record for the selected item number.
Requisition Total	The calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed.

☐ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

Overage	Click to view a list of account code overages. The list is only populated if the requisition will cause the budget account used to go over budget. If there is more than one budget account used in the requisition, the list will display each budget account that is over budget as a result of the requisition order.
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In the lower grid:

Account Code	Type the account code components. The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual parts which, taken together, form an account number that uniquely identifies a specific budget category. These codes identify the account used to pay for the item(s) being ordered. The codes must exist in the general ledger and in the User Profile. You can add multiple accounts for each item.
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Percent	Type the percent to charge the fund.
Amount	Type the amount to charge the fund.

☐ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

☐ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.


☐ Click **Comments** to add or view requisitions comments. A Warehouse Requisition Comments window is displayed. If there is a paper clip icon next to the **Comments** button, a requisition comment exists. In the Warehouse Requisition Comments window, type comments about the requisition.

- Click **OK** to save the requisition comment and close the window.
- Click **Cancel** to close the window without saving the comment.

☐ Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

☐ Complete the following fields:

Account Code	<p>Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).</p> <p>The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.</p> <p>Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click . The Accounts Codes lookup is displayed.</p> <ul style="list-style-type: none"> • Type data in the individual account code component fields and click Search. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click Cancel to close the Account Codes lookup. • The Description field is populated with the description of the account. <p>Note: If an account code is added or changed, click Approve to save the account code and continue with the approval process.</p>
Description	This field is populated with the account description from the Finance chart of accounts.
Balance	Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.

Pct	Type the percent of that item to charge the selected fund. Each requisition must equal 100%. For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.
Amount	Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the Percent Field.

☐ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

☐ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

- Click **OK** to apply the amounts.
- Click **Cancel** to close the window without applying the amounts.

☐ Click **Path** to display the Approval Path page, which allows you to insert an approver.

- Under **Insert Approver**:
 - Click **Before** or **After** to indicate where the inserted approver will be placed.
 - In the **Approver** field, click ▼ to select an approver.
- Click **OK** to save the inserted approver and close the window.
- Click **Cancel** to close the window without inserting an approver.

Notes:

- If a row is inserted above your name and you select an approver/alternate and click **OK**, the requisition is available to the new approver. When he approves it, the requisition is then available to you for approval. A new approver/alternate cannot be inserted above a Sequence 00 Approver Name (originator/requestor). A row can only be inserted above the logged-on approver/alternate.
- Only users who are set up in Security Administration with the proper permissions are displayed in the drop down.


☐ Click **Return** to disapprove the requisition and return the requisition to the originator. The originator can edit the returned requisition and resubmit it.

☐ Click **Skip** to continue to the next requisition without returning or approving the displayed requisition.

☐ Click **Approve** to approve the requisition and forward the requisition to the next approver in the

path.

Other functions and features:

+Add	Click to add a new row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.