# Create/Modify Inventory Restock Requisitions - BWH3040

# Table of Contents

# Create/Modify Inventory Restock Requisitions - BWH3040

*Warehouse > Maintenance > Create/Modify Inventory Restock Requisitions*

This page is used to initiate a purchase order to restock the warehouse. The items ordered through this page will have an inventory number. Data may be maintained and posted on this page.

Restock requisitions flow through the approval process and build User Approval Table Key records when the **Allow for Approval Process (Restock Requisition)** field is selected on the Tables > Warehouse Options page. In addition, the status of the requisitions are set to *P - Pending Approval*, and the purchase order number is not assigned at this time. Approvers in the approval path automatically receive email messages as necessary.

## Create or edit a restock requisition:

| Add | | | | 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. |
|---|---|---|---|---|---|---|---|
| | **Add - Clear All** | Click to clear all data for the requisition and add a new row. | | | | | |
| | **Add - Clear Detail** | Click to clear the item and account data only and add a new row. Other existing information is not cleared. | OR | | | | |
| | **Add - Clear Vendor** | Click to clear the vendor information. Other existing information is not cleared. | | | | Click **Retrieve**. If the requisition number is not known, click Directory. | |

**In the free-form area:**

| Field | Description |
|---|---|
| **Accounting Period** | The accounting period for this transaction is displayed. |
| **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. |

| Field | Description |
|---|---|
| **Order For** | Type the shipping contact name to be displayed on the purchase order. The field can be a maximum of 30 characters. By default, if blank, the data from the **Requestor Name** field is displayed on the purchase order.<br>Data from the **Order For** or **Requestor Name** field is only displayed on the purchase order if a *Y* is entered in the **Include Requestor's Name in Shipping Address** parameter on the Print Purchase Order Form or Reprint Purchase Order Form report page. |
| **Reason** | Type the reason for submitting the requisition or edit the current reason. The field can be a maximum of 30 characters.<br><br>This information is displayed on various reports and on the general ledger. |
| **Sort Key/Vendor Name** | Type a valid vendor name, if known. The **Vendor Nbr** field is populated with the corresponding vendor number.<br>If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory.<br>The Vendor Directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **Vendor Nbr** | Populated with the vendor number based on the value entered in the **Sort Key/Vendor Name** field. Or, type a valid vendor number if known. The **Sort Key/Vendor Name** field is populated with the corresponding vendor name.<br>If the vendor number is not known, click ⋮ to select a vendor from the Vendors Directory. |
| **Address Line 1** | Populated with the selected vendor's information from the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **Street Nbr/Name** | Populated with the selected vendor's information from the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **City/State** | Populated with the selected vendor's information from the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **Zip Code** | Populated with the selected vendor's information from the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. |
| **Doing Business As** | Retrieved from the Finance > Maintenance > Vendor Information > Vendor Name/Address tab and printed on all purchase orders along with the vendor name. |
| **Vendor Contact** | Type a contact name for the vendor. |
| **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. |
| **Priority** | Select *R - Regular* or *U - Urgent* to mark the requisition priority. By default, the priority is set to *R - Regular*. |
| **Reference Nbr** | Type the identification number for this requisition. The field can be a maximum of 15 characters. |
| **Bid Category** | Type the category code to be used for the requisition. As you type the data, a drop-down list of corresponding data is displayed. Select a bid category code. Only category codes identified as a bid category on the Finance > Tables > Vendor Categories page and assigned to the selected vendor on the Finance > Maintenance > Vendor Information > Vendor Miscellaneous tab are displayed in the drop-down list. |

| Field | Description |
|---|---|
| **Bid Nbr** | Type the eight-digit bid number established in response to a Request for Proposal (RFP). All requisitions associated with the same RFP have the same bid number. |
| **Work Order Nbr** | Type the six-digit number of the work order associated with the requisition. |
| **Quote** | Type the quote number that is associated with the pricing of the items on this requisition. The field can be a maximum of 12 digits. |
| **PO Nbr** | The associated purchase order number is displayed. |
| **Confirm Only** | Select if you want a confirmation. This field is used primarily for those who initiated the creation of a purchase order over the phone. |
| **Attachments** | Select if documents are attached to the purchase order. |
| **Include Check** | Select if the check is to be included with the purchase order. |
| **Return PO** | Select to return a copy of the purchase order to the originator of the requisition. |
| **Fax PO** | Select to fax the purchase order. |
| **Frieght Cost** | Type the 10-digit freight cost for all items in the requisition. The amount entered is either a user-assigned flat or a percentage of the costs of the items in the requisition. |

**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. <br> 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**. <br><br> Click **OK** to save the note and close the window. Otherwise, click **Cancel** to close the window. |
| **Accounts** | 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. |
| **Catalog Nbr** | The item catalog number is displayed, which is automatically populated based on 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. |
| **Sub Total** | The total cost for all items in the requisition based on the quantity ordered and unit price per item is displayed. |
| **Unit of Issue** | The unit of issue for the selected inventory item is displayed. It is automatically populated based on the inventory item record. |

| Discount % | Type the discount percentage if available. Click **Refresh Totals** to populate the **Discount Amt** field.<br><br>This amount is subtracted from the requisition's total amount to be encumbered.<br><br>The amount is displayed on the purchase order after a subtotal of the item's extended amount. |
|---|---|
| Discount Amt | Type the discount amount if available. Click **Refresh Totals** to populate the **Discount %** field.<br><br>This amount is subtracted from the requisition's total amount to be encumbered.<br><br>The amount is displayed on the purchase order after a subtotal of the item's extended amount. |
| Freight Elig | Select if the item is eligible to be charged to freight. |
| Freight % | Type percentage of freight charges. Click **Refresh Totals** to populate the **Freight Amt** field. |
| Freight Amt | Type the amount of freight charges. Click **Refresh Totals** to populate the **Freight %** field. |
| Totals | The total amount of the line item including any discount and freight amounts is displayed. |
| Status | The status is displayed, which is automatically populated based on the inventory record for the selected item number. |
| Approval Status | The approval status is displayed, which is automatically populated based on the inventory record for the selected item number. |
| Long Description | The long description of the selected inventory item is displayed. It is automatically populated based on the inventory item record. |

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

| Sub Total | The calculated subtotal cost for all items in the requisition based on the quantity ordered and unit price per item is displayed. |
|---|---|
| Discount Total | The calculated discount total cost for all items in the requisition based upon the quantity ordered and unit price per item is displayed. |
| Freight Total | The calculated freight total cost for all items in the requisition based upon the quantity ordered and unit price per item is displayed. |
| Requisition Total | The calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed. |

**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.<br>You can add multiple accounts for each item. |
|---|---|
| Description | The account code description is displayed. |
| Balance Amount | The account code balance amount is displayed. |
| 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.

| | |
|---|---|
| **Total Percent** | The total percent distribution for all listed accounts is displayed. |
| **Total Amount** | The total amount distribution for all listed accounts is displayed. |

❏ Click **Vendor Notes** to add or view vendor notes. An Inventory Restock Requisition Vendor Notes window is displayed. If there is a paper clip next to the **Vendor Notes** button, a requisition vendor note exists. In the Inventory Restock Requisition Vendor Notes window, type notes about the requisition.

- Click **OK** to save the vendor note and close the window.
- Click **Cancel** to close the window without saving the note.

❏ 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 | 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.). <br><br> 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. <br><br> 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. <br> • Type data in the individual account code component fields and click **Search**. <br> • A list of account codes matching your search components is displayed. <br> • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. <br> • The **Description** field is populated with the description of the account. <br> **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process. |
|---|---|
| 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%. <br><br> 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 **Save**.

❑ Click **Submit** to submit the restock requisition. A pop-up window opens with a message indicating that the requisition has been approved, and prompting you to print the Warehouse Requisition Report.

- Click **Yes** to continue and print the report.
- Click **No** to continue without printing the report.

## Other functions and features:

| | |
|---|---|
| **+Add** | Click to add a new row. |
| **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 requisition details. Review the report. |
| **Delete** | Click to delete the requisition. A message is displayed asking you to confirm the item deletion.<br><br>Click **Yes** to delete the requisition.<br>Click **No** to not delete the requisition. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |