Return Warehouse Items - BWH3150

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Warehouse > Maintenance > Return Warehouse Items

This page is used to record the return of inventory items to the warehouse from campuses and other locations within the district. A requisition is generated to account for the transaction. Item and account totals are adjusted to reflect the return.

Return inventory items:

<table>
<tr>
<td>Add</td>
<td>
<table>
<tr><td>Add - Clear All</td><td>Click to clear all data for the requisition and add a new row.</td></tr>
<tr><td>Add - Clear Detail</td><td>Click to clear the item and account data only and add a new row. Other existing information is not cleared.</td></tr>
<tr><td>Add - Clear Vendor</td><td>Click to clear the vendor information. Other existing information is not cleared.</td></tr>
</table>
</td>
<td>OR</td>
<td>Retrieve an existing record.</td>
<td>
<table>
<tr><td>Requisition Nbr</td><td>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.</td></tr>
</table>
Click Retrieve. If the requisition number is not known, click Directory.
</td>
</tr>
</table>

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.
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. 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. This information is displayed on various reports and on the general ledger.

Field	Description
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.
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.
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.
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.
Totals	The total amount of the line item including any discount and freight amounts is displayed.
Unit of Issue	The unit price of the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Status	The unit price of the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Approval Status	The unit price of the selected inventory item is displayed. It is automatically populated based on the inventory item record.
Long Description	The unit price 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.

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 accounts 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.
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 **Save**.

❏ 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.). 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. 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. • 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. **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%. 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 **Return** to return the warehouse item(s). A pop-up window is displayed 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 the report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.