ASCENDER GUIDES

# Create/Modify Warehouse Requisitions - BWH3020

# Table of Contents

# Create/Modify Warehouse Requisitions - BWH3020

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

This page is used to submit a requisition for items stored in the district warehouse. The items indicated must exist on the inventory pages before they can be used on this page. The account code must be established in the Finance general ledger and on the District Administration User Profile page.

### Create or edit a requisition:

<table>
<tr><td rowspan="4">Add</td><td colspan="2">Add a requisition</td><td rowspan="4">OR</td><td rowspan="4">Retrieve an existing record</td><td colspan="2">Search for a record.</td></tr>
<tr><td>Add - Clear All</td><td>Click to clear all data for the requisition and add a new row.</td><td rowspan="2">Requisition Nbr</td><td rowspan="2">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>
<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><td colspan="2">Click Retrieve. If the requisition number is not known, click Directory.</td></tr>
</table>

| 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.<br><br>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.<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. |
| **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** | 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. |
| **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<br>❏ Click **Refresh Totals** to update the totals if any amounts are changed in the grid. | |
| Click Overage<br>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. | |

**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. |
| **Percent** | Type the percent to charge the fund. |
| **Amount** | Type the amount to charge the fund. |
| **Calculate Amount** | Click to populate the **Amount** column based on the entered percent. |
| **Refresh Totals** | Click to update the totals in the grid if any fields are changed. |
| **Calculate Percent** | Click to populate the **Percent** column based on the entered amount. |

Click **Save**.

| | |
|---|---|
| **Submit** | ❑ 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.<br>•<br>Click **Yes** to continue and print the report.<br>•<br>Click **No** to continue without printing the report. |

## Other functions and features:

| | |
|---|---|
| **+Add** | Add a row.<br>Click to add a new row. |
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Comments** | Add comments to the requisition.<br>❑ 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.<br>•<br>Click **OK** to save the requisition comment and close the window.<br>•<br>Click **Cancel** to close the window without saving the comment. |

<table>
<tr>
<td>Uniform Acct Distr</td>
<td>Distribute amounts.<br>❏ 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%.<br><br>The Uniform Account Distribution pop-up window is displayed.<br>❏ Complete the following fields:
<table>
<tr>
<td>Account Code</td>
<td>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 .<br>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.</td>
</tr>
<tr>
<td>Description</td>
<td>This field is populated with the account description from the Finance chart of accounts.</td>
</tr>
<tr>
<td>Balance</td>
<td>Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.</td>
</tr>
<tr>
<td>Pct</td>
<td>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%.</td>
</tr>
<tr>
<td>Amount</td>
<td>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.</td>
</tr>
</table>
❏ Click Refresh Totals to update the totals if any amounts are changed in the grid.<br>❏ Click Calculate Percent to populate the Percent column based on the amount entered in the Amount column.<br>❏ Click Calculate Amount to populate the Amount column based on the amount entered in the Percent column.<br>•<br>Click OK to apply the amounts.<br>•<br>Click Cancel to close the window without applying the amounts.</td>
</tr>
</table>

| | |
|---|---|
| **Print** | Print requisition details.<br><br>**Review the report using the following buttons**:<br><br>Click to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Delete** | Delete the requisition.<br>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. |
| | Delete a row.<br>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**. |


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