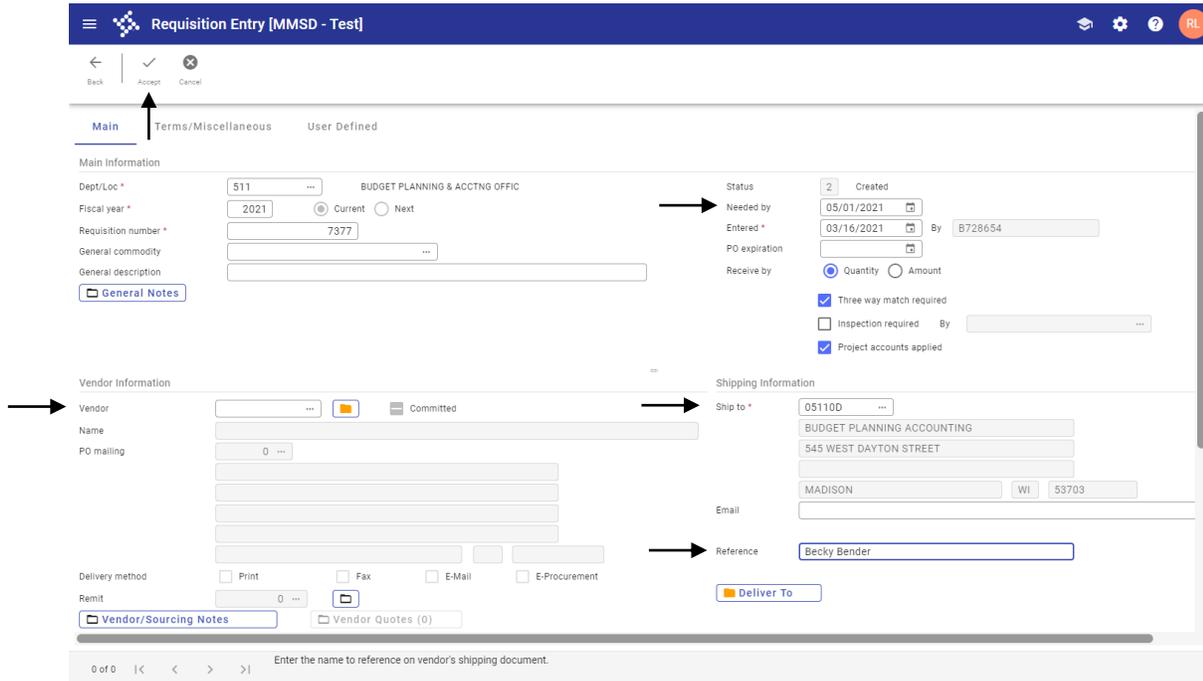




Requisition Entry – Warehouse Inventory

These instructions only cover the steps you need to follow when ordering inventory items from the Warehouse (Central Stores).

1. From your DEPARTMENTAL FUNCTIONS folder open REQUISITION ENTRY:



2. To start entering a req, click the + on the tool bar, which is ADD.

Field	Description/Data to enter
Dept/Loc	Will auto-fill based upon your user id
Req Number	Will auto-fill
Needed by	Enter a date. A date must be entered or your order will not be processed.
Vendor	Leave this blank
Shipping Information	Default is to Pflaum. <u>When ordering inventory from Central Stores you must change this to your school or department's "D" location.</u> Click the search buttons for help in finding this. Be certain to enter the staff person's name that is requesting these items in the "Reference" field.
Deliver To button	Do not select this button. . .no information should be entered or changed.

3. Click Accept in the upper left. The line detail will open.

- Click the + to add. The fields noted below are the only fields that need to be entered. *****Use the TAB key, not the mouse*****

Field	Description/Data to enter
Quantity	Number of items
Inventory Item	Enter the 6-digit item number (you can also search for this)
Inventory Type	Select "Pick Ticket"
Account Number	Enter the account number

- To finish this line record, click **Accept**
- To add additional lines, click the + key. Repeat steps outlined above under point 4. If all lines on the requisition are to be charged to the same account you can use the **"Copy GL Acct"** button once your cursor is in the **Seg** field of each line.
- Once you are finished adding lines, click on return.
- This will bring you back to the requisition header screen. Click on **release** on the ribbon.
- Note the Status has changed to 6, Released.