

HOW TO CREATE A WAREHOUSE STORES REQUISITION

FIN 501 Inventory Warehouse Requestor Course Guide v2.0 – Page 17.

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PROCEDURE STEP I: HOW TO SEARCH FOR A STOCK ITEM IN INVENTORY INQUIRY (INVNQ)

1. Go to the **Jump to** search field
2. Type in **INVNQ**, and click **Go**



3. The Inventory Inquiry search window pops up
4. If you know the Whse Stock Number enter the number in the **Warehouse** search field

Or

5. If you do not know the Whse Stock Number, then in the **Description** search field enter the description by using the wildcard, i.e., *gloves*.

A screenshot of the 'Inventory Inquiry' search window. It contains several search fields: 'Warehouse', 'Warehouse Description', 'Stock Item', 'Stock Item Suffix', 'Description', 'ABC Class', and 'Stock Group'. The 'Description' field is highlighted with a red box and contains the text '*GLOVES*'. A red arrow points to the 'Description' field. At the bottom left, there are links for 'Ok', 'Clear', and 'Cancel'.

6. Click on the **OK** link to return all results that include items with that description.
7. In the **Inventory Details** section select the item you are searching for.

A screenshot of the 'Inventory Details' table. The table has five columns: 'Warehouse', 'Stock Item', 'Description', 'Unit Price', and 'Available'. The first row is highlighted with a yellow background and has a checkmark in the 'Warehouse' column. The 'Description' column contains the text '(GLOVES) Gloves, Shamrock Glove, Powder Free Gloves (m) 100/'. The 'Unit Price' is 4.930000 and the 'Available' amount is 50.00000. The other rows show different glove types and their respective unit prices and available amounts. At the bottom left, there are links for 'First', 'Prev', 'Next', and 'Last'.

The "Available" amount will provide the amount in stock at the warehouse.

INVENTORY INQUIRY PAGE

Inventory Inquiry

[Menu](#)

Inventory Details

Warehouse	Stock Item	Description	Unit Price	Available
✓ WH75713	14111507 057	PAPER, DUPL WHI 8.5X14 20#	11.230000	5000.00000

First Prev Next Last

[Search](#)

▼ General Information

Warehouse : WH75713
Alhambra USD - Inventory Warehouse

Stock Item : 14111507

Stock Item Suffix : 057

Description : PAPER, DUPL WHI 8.5X14 2

Suggested Vendor :

Quantity per Issue : 0.00000

ABC Class : C
50% of the items accounts for 10% of the annual consumption value of the items

Stock Group :

Parent Item : ☐

Frozen for Accounting : ☐

Active : ☒

Marked for Future Deletion : ☐

Internally Manufactured : ☐

Parent Replenishment : ☐

Unit Price : 11.230000

Unit Cost : 11.230000

Extended Cost : 56150.000000

Issue Unit : REAM

Purchase Unit : REAM

Multiplier : 1

Smaller Unit : Issue Unit

Extended Description :

Commodity Name : Printer or copier paper

Specifications :

Track Quantity by Location : ☒

▼ Quantities

On Hand : 5000.00000

Reserved : 0.00000

Released : 0.00000

In Transfer : 0.00000

Available : 5000.00000

Backordered : 0.00000

On Order : 0.00000

Currently Requested : 0.00000

Maximum Issue : 99999.99999

Minimum Issue : 1.00000

Last Count : 0.00000

▼ Dates

First Receipt : 01/11/2019 Last Issued :

Last Ordered : Last Transfer :

Next Delivery : Last Counted :

Location

Location Priority	Inventory Location	Location Structure Description	On Hand Quantity	Last Count	Last Count Date
✓ 1	BIN1	Bin 1	5000.00000	0.00000	

First Prev Next Last

Procedure Step II: How to Create a Warehouse Stock Item Requisition (XSRQ)

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog** to open the Document Catalog.
3. Click the **Create** link to switch to create mode.
4. In the **Code** field, enter **XSRQ**.
5. The **Doc District/Agency** infers based on the district/agency on your profile, which is 64592.
6. In the **Doc School Location/Dept** field, enter **"Your Site Location Number," i.e. 0000714**. **Do not use the account code location number**, see Appendix A for your assigned Doc School Location/Dept number, which is your BEST physical location within the district.
7. In the **ID** field box, leave it blank.
Note: When entering a Req toward the end of the FY, for the next fiscal year, in the ID field box, enter 22 to indicate that the document is being created for the FY 21-22. This will ensure that you will be able to locate the document when you search for FY documents later using the wildcard ().*
8. Click the **Create** link to create a new document, upper corner.
9. Click the **Create** link on the new document, see image below.

Document Catalog

Create

Document Identifier

Code : XSRQ Doc School Location/Dept : 0000714

Doc District/Agency : 64592 ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

☐	Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
First Prev Next Last Export to CSV Show Lines: 10														

Menu

Document Catalog

Search

Document Identifier

Code : XSRQ Doc School Location/Dept : 0000714

Doc District/Agency : 64592 ID :

Other Options

Auto Numbering : ☒

Create Template : ☐

Create

Menu

Enter the following information under the Header tab

General Information Tab

1. In the **Comments** field, enter your school site name. *Note, this does not print on the Warehouse Requisition.*
1. In the **Warehouse** field, enter **WH64592**
2. In the **Requesting Sch Loc/Dept** field, enter your sites location.
3. The Issuer ID will populate by default.
4. Click **SAVE**

The screenshot shows the 'Header' section with the 'General Information' tab selected. Fields include: Record Date (07/07/2021), Budget FY (2022), Fiscal Year (2022), Period (1), Comments (Test Stores Req), Actual Amount (\$0.00), Closed Amount (\$0.00), Closed Date, Warehouse (WH64592), Requesting Sch Loc/Dept (0000714), Issuer ID (HAW_AKEKULA), Name (Aneska Kekula), Phone Number (310-263-3921), Phone Ext., Email (kekula@hawthorne.k12.ca.u), Total of Header Attachments (0), and Total of All Attachments (0).

Delivery Information Tab

1. Click the Delivery Information tab
2. Verify the Shipping Location field
3. In the **Scheduled Delivery Date** field, enter one week from today.
4. Do not click the **Ship Whole Indicator** box, this will allow for backorders to be delivered.
5. In the **Requested For** field, enter a name, room number, or end user.

The screenshot shows the 'Header' section with the 'Delivery Information' tab selected. Fields include: Shipping Location (HAW888), Purchasing Dept ((310) 676-2276, 14120 Hawthorne Blvd, Hawthorne, CA, 90250), Scheduled Delivery Date (7/23/2021), Ship Whole Indicator (unchecked), and Requested For (Bugs Bunny - ACME Room). A red arrow points to the 'Requested For' field.

Enter the following information under the Commodity tab

1. Click the **Insert New Line** button

The screenshot shows the 'Commodity' tab with a table for commodity lines. The table has columns: Commodity, CL Description, Additional Commodity Information, Line Type, Quantity, Unit, and Unit Price. Below the table, there are buttons for 'Insert New Line', 'Insert Copied Line', and 'Done'. A red arrow points to the 'Insert New Line' button.

2. In the **Stock Item** field, enter the Whse Stock Number, or use the up arrow to search for the item.
3. In the **Requested Quantity** field, enter the quantity being requested.

- Then Click **Save** to auto populate the other required fields.

Commodity Total Lines: 1 Line: 1 Stock Item: 14111533 025 Stock Item Suffix: 025 Description: GYMNASIUM EXCUSE SLIP

Line	Stock Item	Stock Item Suffix	Description	Unit Price	Item Total Amount
1	14111533 025	025	GYMNASIUM EXCUSE SLIP	\$3.00	\$3.00

From 1 to 1 Total: 1

Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Stock Requisition Status

Stock Item: 14111533

Stock Item Suffix: 025

Description: GYMNASIUM EXCUSE SLIP

Requested Quantity: 1.00000

Issue UOM: PAD

Unit Price: \$3.00

Accounting Profile:

Accounting Template:

Item Total Amount: \$3.00

Closed Amount: \$0.00

Closed Date:

Save Undo Insert New Line Insert Copied Line Done

- To add more Commodity line items, repeat steps 1-4.

Note: If you do not know the stock number and you used the up arrow, use the wild card search for the item. See next page for example.

Browse Clear

Stock Item: Description: GLOVES

Stock Item Suffix:

	Stock Item	Stock Item Suffix	Description	Active
Select	11111610	528	(PUMICE STONE) Pumice Stone scouring stick (HSD #9528)/Verifi	Yes
Select	14111701	422	(KLEENEX, FAC) Kleenex, Facial Tissue, Life Guard, P & R # L	Yes
Select	14111702	345	(DISPENSER, T) Dispenser, Toilet Seat Cover Half Fold White	Yes
Select	14111702	434	(COVER, TOILE) Toilet Seat Covers 1/2 fold 250/pkg, 20 pkgs/	Yes
Select	14111703	420	(KIMWIPES) Towels, disposable 4 ply, 13" X 16 1/2" 100 shts/	Yes
Select	14111703	431	(TOWELS, PAPE) Towels, Paper, Multifold/C Fold, Brown, 16 Pk	Yes
Select	14111703	432	(TOWELS, PAPE) Towels, Paper, Single fold Brown 12/334 P & R	Yes
Select	14111703	433	(TOWELS, PAPE) Towels, Paper, Big Fold, White, District Offi	Yes
Select	14111704	428	(TISSUE, TOIL) Tissue, Toilet Singlefold 2 ply, Georgia Paci	Yes
Select	14111704	430	(TISSUE, TOIL) Tissue, Toilet, Double Ply Roll WhitePrincess	Yes

Cancel First Prev Next Last

Enter the following information under the Accounting Distribution tab

- Click the **Accounting Distribution** component.
- Click the **Insert New Line** button.



Save Undo **Insert New Line** Insert Copied Line Done

Copy Validate Submit Discard

- In the **Distribution %** field, enter **100**. This field can be used for splitting the cost of items to multiple accounting strings.

Accounting Distribution			
Total Lines: 1		Line: 1	
Accounting Template	Distribution %	Fund	Sub Fund
	100		

From 1 to 1 Total: 1

- Tab or scroll to the **Fund** field. Enter **01**.
- Tab or scroll to the **Sub Fund** field. Enter **0**.
- Tab or scroll to the **Resource** field. Enter **00000**.
- Tab or scroll to the **Project Year** field. Enter **0**.
- Tab or scroll to the **Goal/Categorical** field. Enter **11100**.
- Tab or scroll to the **Function/Activity** field. Enter **10000**.
- Tab or scroll to the **Dist/Agency Object** field. Enter **4310**.
- Tab or scroll to the **School Location/Dept** field. Enter **7580000**.

Accounting Distribution							
Total Lines: 1		Line: 1		Distribution %: 0.0000			
Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Agency Object	School Location/Dept
01	0	00000	0	11100	10000	4310	7580000

From 1 to 1 Total: 1

- Click the **Save** button.
- Click the **Distribute Accounting** button. It does not appear until you click the **Save** button.

Save Undo Insert New Line Insert Copied Line Done **Distribute Accounting**

- Accounting lines have been created for each commodity line.
- Click the **Validate** button
- Correct any identified errors.
- Click the **Submit** button.

Note: The Warehouse Stores Requisition Number will be displayed at the of the screen.

The menu to view as PDF, or to print the Requisition are at the bottom of the page.

Vendor	Vendor Customer: none	Legal Name: none
Commodity	Total Lines: 4	Line Number: 1 Item Total Amount: \$156.71 Open Amount: \$156.71
Accounting	Accounting Line: 1	Line Amount: \$156.71 Line Open Amount: \$156.71
Posting	Total Lines: 1	Posting Line: 1
Free Form Vendors	Total Lines: 0	Line Number: none Vendor Name: none

END OF SECTION

Appendix A

Assigned Doc School Location Best Physical Location

	School/Dept Name	Assigned Doc School Location
1	Administrative Services	0000710
2	Bud Carson Middle School	3010000
3	Charter School	4010000
4	Educational Services	0000720
5	Eucalyptus School	1010000
6	Facilities/Maintenance	0000712
7	Fiscal Services	0000711
8	Food Services	0000713
9	Hawthorne Middle School	3020000
10	Human Resources	0000750
11	Jefferson School	1020000
12	Kornblum School	1030000
13	Prairie Vista Middle School	3030000
14	Pupil Services	0000740
15	Purchasing	0000714
16	Ramona School	1040000
17	Reprographics	0000752
18	SELPA Regional Program	0000808
19	Special Education	0000741
20	Special Projects	0000721
21	Technology	0000725
22	Washington School	1050000
23	York School	1070000
24	Zela Davis School	1080000
25	Independent Study School	0000746
26	Afterschool Program	0000732

