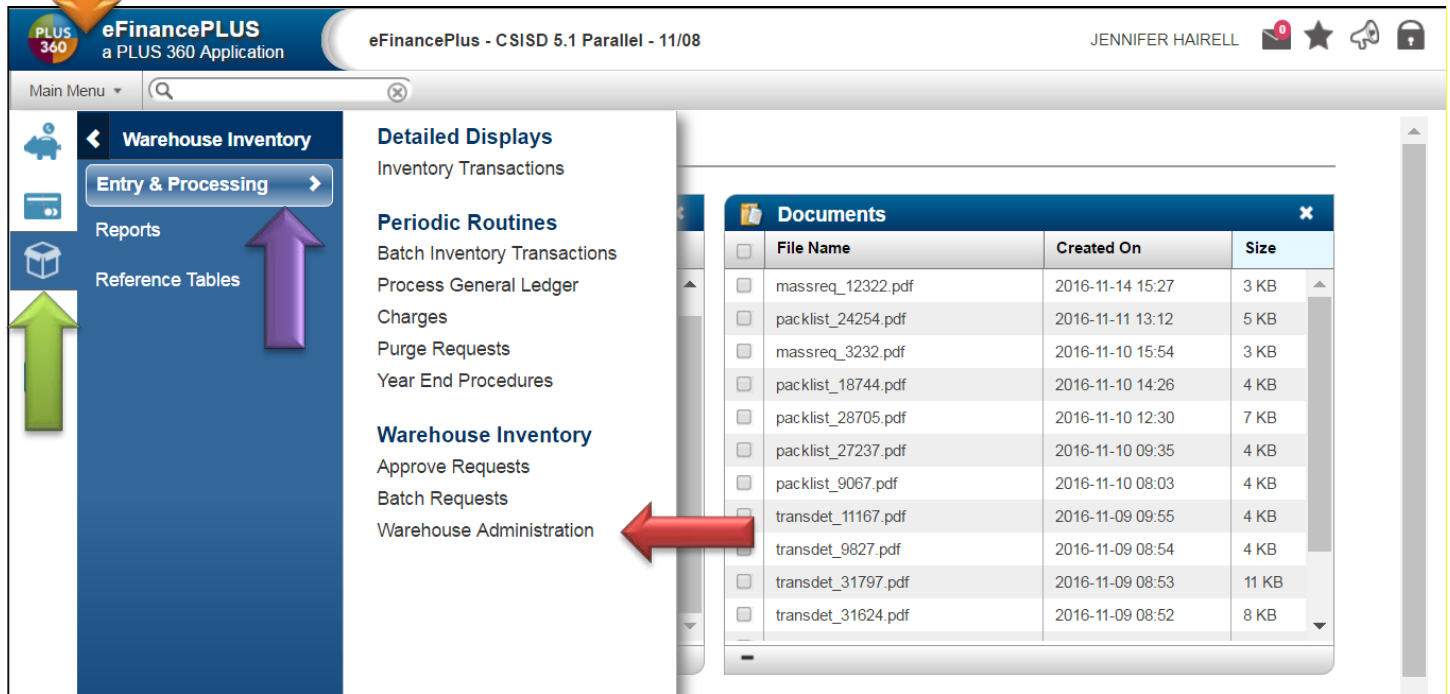


# Entering a Warehouse Requisition

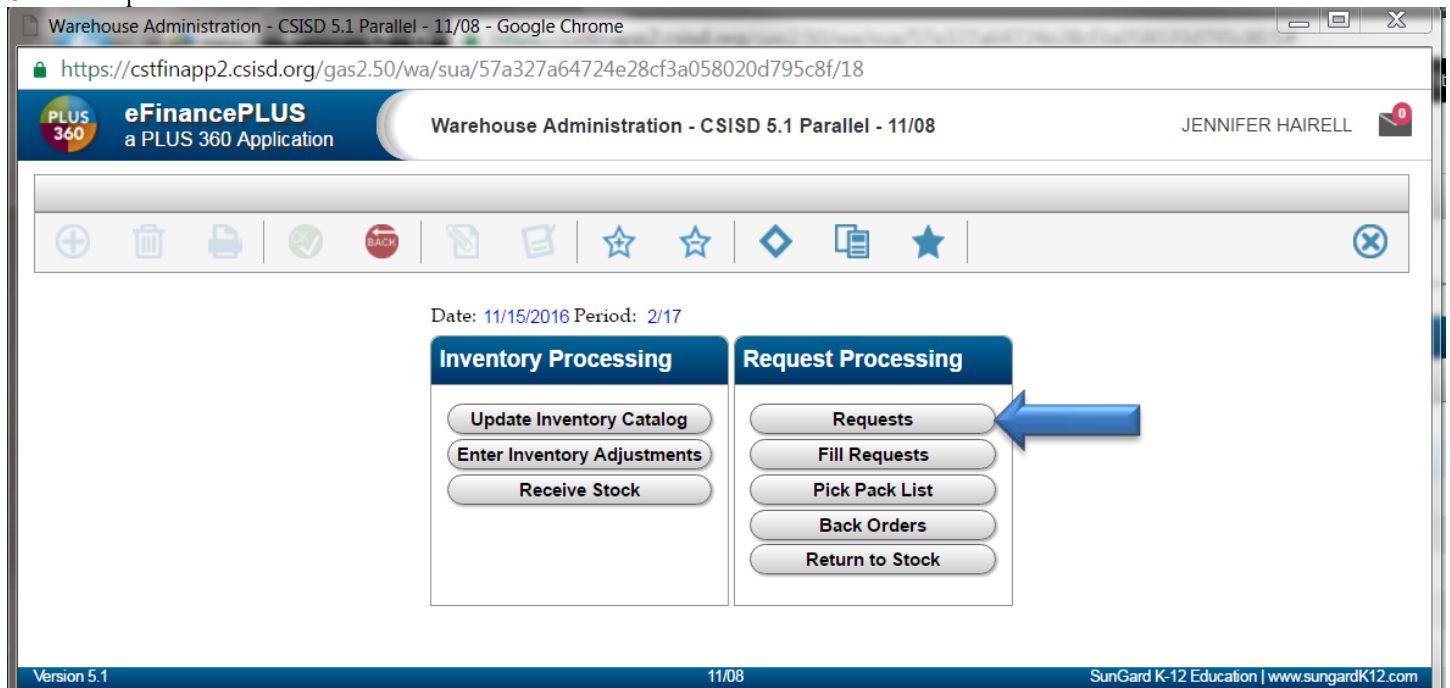
Log into eFinance Plus 5.1

Main Menu – **WAREHOUSE INVENTORY** – **ENTRY & PROCESSING** -> Select **Warehouse Administration**  
(See below)



A new window will open. (If it does not open, check to make sure that you have set your Pop-Up blocker to allow efinance to send you Pop-Ups.)

Select Requests





Date Requested will automatically show today's date.

Requested By: enter name

Date Required: date item is required by

Ship Code: Drop down menu and select campus/department or type in your number to select

Add New Request - CSISD 5.1 Parallel - 11/08

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/21

PLUS 360 eFinancePLUS a PLUS 360 Application Add New Request - CSISD 5.1 Parallel - 11/08 JEN

Date: 11/15/2016 Period: 2/17

Request Number \* 115538  Continuous

Request Year 2017

Warehouse \* 923 - WAREHOUSE

Date Requested 11/15/2016

Requested By JHAIRELL

Date Required 11/15/2016

Ship Code \*

Comments

Item	Stock	PROJECT...	Account	Quantity	Price
	001CS - HIGH SCHOOL CUSTODIAL				
	001FS - HIGH SCHOOL CAFETERIA				
	002 - COLLEGE VIEW HIGH SCHOOL				
	002-2 - COLLEGE VIEW HIGH SCHOOL				
	003 - COLLEGE STATION HIGH SCHOOL				
	041 - COLLEGE STATION MIDDLE SCHOOL				
	041CS - CS MIDDLE SCHOOL-CUSTODIAL				
	041FS - CS MIDDLE SCHOOL CAFETERIA				
	042 - A&M CONSOLIDATED MIDDLE SCHOOL				
	042CS - A&M CONSOL MIDDLE SCHOOL CUSTODIAL				
	096 - OLD TIGER FIELD				

Comments: Enter notes to WH Staff or for your records. Tab to Stock Number

Enter the Stock Number (Catalog number) – This will automatically fill the account field and unit price. (See below.)

(Tip: You can search the stock items by clicking on the magnifying glass in the Stock Number area. click find to see all stock items or enter all or part of item name.)

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/23

PLUS 360 eFinancePLUS a PLUS 360 Application Add New Request - CSISD 5.1 Parallel - 11/08

Date: 11/15/2016 Period: 2/17

Request Number \* 115539  Continuous

Request Year 2017

Warehouse \* 923 - WAREHOUSE

Date Requested 11/15/2016

Requested By JHAIRELL

Date Required 11/15/2016

Ship Code \* AT\*\*\*\* CENTRAL RECEIVING NEW LOCATI\*\*\*\* CENTRAL RECEIVING

Comments EXAMPLE ORDER DO NOT FILL

Item	Stock Number	BUDGET CODE	Quantity
1			0.0
2			0.0
3			0.0

**Using Search to locate stock number:** Click on the magnifying glass in the stock number box. When page opens enter keyword using asterisks before and after the word. Click Find. You can also leave search areas blank and eFinance will bring up all items in the warehouse. See example below:

**Search**

Warehouse

Stock Number

Description

Available

Back Ordered

Results:

**Search**

Warehouse

Stock Number

Description

Available

Back Ordered

On Order

Warehouse	Stock Number	Description	Measure	Available	Back Ordered	On order
923	117000	DISPENSER PLASTIC TAPE 1" CORE	EACH	185.0000	0.0000	0.0000
923	142091	DISPENSER POP UP POST-IT-NOTE 3 X 3 BLACK	EACH	48.0000	0.0000	0.0000
923	152350	PENS HIGHLIGHTER YELLOW 12/BX	BOX/12	47.0000	0.0000	0.0000
923	152352	PENS HIGHLIGHTER GREEN	BOX/12	90.0000	0.0000	0.0000
923	152354	PENS HIGHLIGHTER PINK	BOX/12	81.0000	0.0000	0.0000
923	152470	PENS ROLLING BALL RETRACTABLE GEL FINE PT BLACK	DOZEN	98.0000	0.0000	0.0000
923	152471	PENS ROLLING BALL RETRACTABLE GEL FINE PT BLUE	DOZEN	100.0000	0.0000	0.0000
923	152472	PENS ROLLING BALL RETRACTABLE GEL FINE PT. RED	DOZEN	100.0000	0.0000	0.0000
923	152490	PENS ROLLING BALL UNI BALL GEL GRIP MED. PT. BLACK	DOZEN	86.0000	0.0000	0.0000
923	152482	PENS ROLLING BALL UNI BALL GEL GRIP MED PT. BLUE	DOZEN	96.0000	0.0000	0.0000
923	152484	PENS ROLLING BALL UNIBALL GEL GRIP MED. PT. RED	DOZEN	96.0000	0.0000	0.0000
923	152500	PENS BALLPOINT ROLLER BALL FINE BLACK	BOX/12	180.0000	0.0000	0.0000
923	152600	PENS BALLPOINT ROLLER BALL FINE BLUE	BOX/12	117.0000	0.0000	0.0000

Once you find the item you want double click the item and the stock number will be entered into your request. If you do not find what you want use the back button to get back to your request. If you X out of this window you will close your request. Enter Budget Code. Change Account Number if necessary. (See below)

Add New Request - CSISD 5.1 Parallel - 11/08 - Google Chrome

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/23

**eFinancePLUS**  
a PLUS 360 Application

Add New Request - CSISD 5.1 Parallel - 11/08

JENNIFER HAIRELL

Date: 11/15/2016 Period: 2/17

Request Number \*

Request Year

Warehouse \*

Date Requested

Request

Date

Ship Code

Comments

**Enter Budget Code**

As soon as you enter a stock number efinance will enter the account number. You can change it if you need to.

Item	Stock Number	BUDGET CODE	Account	PROJECT...	Account	Quantity	Price	Status
1	152470	<input type="text"/>	6399			0.0000	10.1800	O - Open
2						0.0000	0.0000	O - Open

Tab past SUB PROJECT and Account to Quantity. Enter Quantity.

Hit Tab to go to the next line. If you hit Enter you will submit your request.

(You can still add more items if this happens see last page of these instructions.)

Scroll to the right and you will see the unit price and a brief description of each item including unit of measure (i.e. case, ream, 4/pk).

Date: 11/15/2016 Period: 2/17

Request Number \* 115539  Continuous

Request Year 2017

Warehouse \* 923 - WAREHOUSE

Date Requested 11/15/2016

Requested By JHAIRELL

Date Required 11/15/2016

Ship Code \* 923 - NEW LOCATI\*\*\*\* CENTRAL RECEIVING NEW LOCATI\*\*\*\* CENTRAL RECEIVING

Comments EXAMPLE ORDER DO NOT FILL

r	BUDGET CODE	Account	PROJECT...	Account	Quantity	Price	Status	Receive Date	Back Order	Total Amount	Description
	1997510092399063	6399			2.0000	10.1800	O - Open		0.0000	20.36	PENS ROLLING BALL RETRACTABLE GEL FINE PT B
					0.0000	0.0000	O - Open		0.0000	0.00	
					0.0000	0.0000	O - Open		0.0000	0.00	

If you are done: Make sure you have written down your request number and Click OK. This will submit your request.

You must click OK to submit the request. Once you hit OK a red flag will pop up next to the Warehouse line stating **Request added** When you see the screen below the request number has rolled over to a new one and you are ready to enter another request or exit.

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/23

PLUS 360 eFinancePLUS a PLUS 360 Application Add New Request - CSISD 5.1 Parallel - 11/08

Date: 11/15/2016 Period: 2/17

Request Number \* 115540  Continuous

Request Year 2017

Warehouse \* 923 - WAREHOUSE **Request added**

Date Requested 11/15/2016

Requested By JHAIRELL

Date Required

Ship Code \* 923 - NEW LOCATI\*\*\*\* CENTRAL RECEIVING NEW LOCATI\*\*\*\* CENTRAL RECEIVING

Comments EXAMPLE ORDER DO NOT FILL

Item	Stock Number	BUDGET CODE	Account	PROJECT...	Account	Qu
1	152470	1997510092399063	6399			
2						

And that is all there is to it. If you get stuck or have a question contact Jennifer Hairell x5449 or Robert Taylor x5541.

We will be happy to help you out.

TIP: Did you forget something or want to change something or want to make sure your request went through – do the following:

From Warehouse Administration page click on Requests.

You can enter any of the following: the request number, date or the ship code or you can leave them all blank. **Hit find.**

For this example I entered the date requested and our ship code.

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/23

**eFinancePLUS**  
a PLUS 360 Application

Update Request - CSISD 5.1 Parallel - 11/08

JENNIFER HAIRELL

Add Item Exception Fill Delete Item Print Requests Unapprove

Date: 11/15/2016 Period: 2/17

**Search Criteria**

Request Number  
Request Year  
Warehouse  
Date Requested: 11/15/16  
Requested By  
Date Required  
Ship Code: 923 - NEW LOCATI\*\*\*\* CENTRAL RECEIVING  
Comments

Request N...	Year	Warehouse	Date Reques...	By	Date Required	Ship Code	Comments
115539	2017	WAREHOUSE	11/15/2016	JHAIRELL	11/15/2016	923	EXAMPLE ORDER DO NOT FILL

eFinance will pull up all the requests related to the information you gave.

If you want to edit the request or check what was ordered double click on the request. Click OK and you will be able to see the items you ordered.

If you want to add an item(s) to the order: Click the order only one time and click on Add Item at the top of the page. See above.

If you see a box like the picture below that means we have already processed your order and it cannot be edited not even by us. eFinance will not let you see your order at this point. If you have questions, please contact Robert Taylor or Jennifer Hairell for help with your order.

https://cstfinapp2.csisd.org/gas2.50/wa/sua/57a327a64724e28cf3a058020d795c8f/26

**eFinancePLUS**  
a PLUS 360 Application

Change Request - CSISD 5.1 Parallel - 11/08

JENNIFER HAIRELL

Date: 11/15/2016 Period: 2/17

Request Number \* 115539  Continuous  
Request Year 2017  
Warehouse \* 923 - WAREHOUSE  
Date Requested 11/15/2016  
Requested By JHAIRELL  
Date Required 11/15/2016  
Ship Code \* 923 - NEW LOCATI\*\*\*\* CENTRAL RECEIVING  
Comments EXAMPLE ORDER DO NOT FILL

Item	Stock Number	BUDGET CODE	Account	Price	Status	Receive Date	Back Order

**Warning**  
There are no unfilled or unapproved line items that may be changed.  
OK