



Create a Stock Requisition (XSRQ)

The Stock Requisition (XSRQ) document allows users to request stock items from the inventory warehouse for delivery.

Procedure: Create a Stock Requisition (XSRQ) Document

- A. Navigate to the Document Catalog.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.

BEST Financial – Training

Message Center

Search

Page Search

Document Catalog

History

Favorites

Administration

CGI Business Intelligence

CGI Advantage Admin

Document Catalog

Create

Document Identifier

Code : Doc School Location/Dept : Doc District/Agency : ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function
First Prev Next Last Export to CSV Show Lines: 10						

- B. Create a Stock Requisition (XSRQ) Document.
 1. On the Document Catalog, click the **Create** link to switch to create mode.
 2. In the **Code** field, enter **XSRQ**.
 3. In the **Doc District/Agency** field, enter the district/agency code (if it does not infer).
 4. In the **Doc School Location/Dept** field, enter the school location or department code.
 5. At the bottom of the page, click the **Create** link to create the Stock Requisition document.

Document Catalog

Search

Document Identifier

Code : XSRQ Doc School Location/Dept : 7430000 Doc District/Agency : 75713 ID :

Other Options

Auto Numbering : ☒ Create Template : ☐

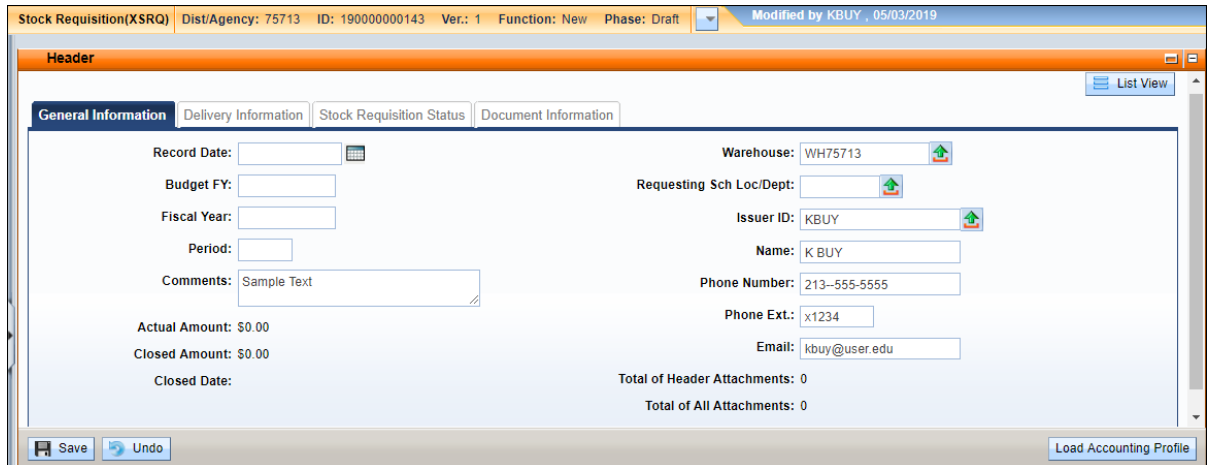
Create

Menu

Create a Stock Request (XSRQ)

C. Complete the Header component of the Stock Requisition (XSRQ) Document.

1. In the **Comments** field, enter the purpose of the transaction.
2. In the **Warehouse** field, click the pick list  icon to search and select the warehouse filling the order.
3. In the **Requesting School Loc/Dept** field, enter the school location or department making the request.
4. The **Issuer ID** field will default to the user ID of the person creating the XSRQ. Update if needed.



Stock Requisition(XSRQ) Dist/Agency: 75713 ID: 19000000143 Ver.: 1 Function: New Phase: Draft Modified by KBUY , 05/03/2019

Header

General Information | Delivery Information | Stock Requisition Status | Document Information

Record Date: Warehouse: WH75713 

Budget FY: Requesting Sch Loc/Dept: 

Fiscal Year: Issuer ID: KBUY 

Period: Name: K BUY

Comments: Sample Text Phone Number: 213-555-5555

Actual Amount: \$0.00 Phone Ext.: x1234

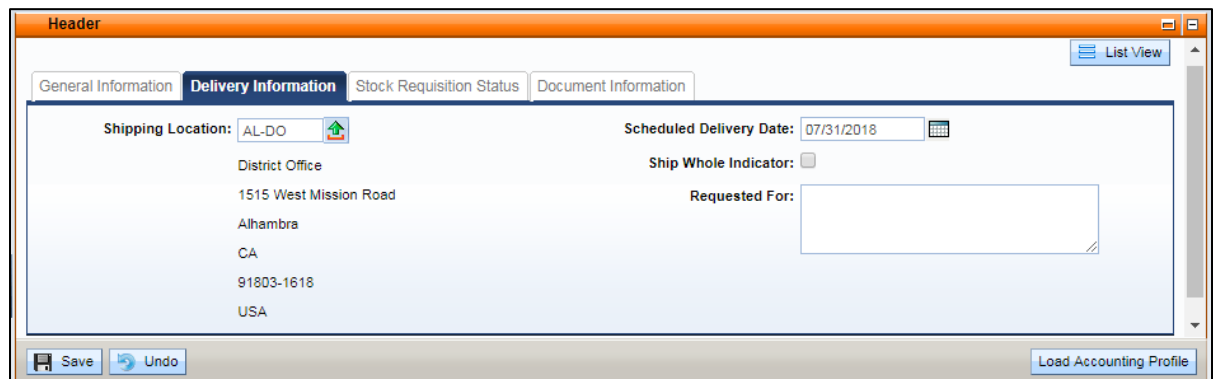
Closed Amount: \$0.00 Email: kbuy@user.edu

Closed Date: Total of Header Attachments: 0

Total of All Attachments: 0

Save Undo Load Accounting Profile

5. Click the **Delivery Information** tab.
6. The **Shipping Location** infers from the Issuer ID. Use the pick list  icon to update if needed.
7. In the **Scheduled Delivery Date** field, enter the requested date (current or future) for delivery.



Header

General Information | **Delivery Information** | Stock Requisition Status | Document Information

Shipping Location: AL-DO 

Scheduled Delivery Date: 07/31/2018 

District Office Ship Whole Indicator: ☐

1515 West Mission Road Requested For:

Alhambra

CA

91803-1618

USA

Save Undo Load Accounting Profile

Create a Stock Request (XSRQ)

D. Complete the Commodity component of the Stock Requisition (XSRQ) Document.

1. Click the **Commodity** component.
2. Click the **Edit with Grid** button.

The screenshot shows the 'Commodity' form with the following details:

- Header: Commodity, Total Lines: 0, Line: none, Stock Item: none, Stock Item Suffix: none, Description: none
- Table with columns: Line, Stock Item, Stock Item Suffix, Description, Unit Price, Item Total Amount. It shows 'From 0 to 0 Total: 0' and navigation buttons (First, Previous, Next, Last). A 'Show Lines: 10' dropdown and 'Export to CSV' button are also present.
- Buttons: 'List View' (top right), 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid' (bottom).
- Fields: 'Stock Item', 'Stock Item Suffix', 'Description', and 'Requested Quantity'.

3. Click the **Insert New Line** button to add a new line.

The screenshot shows the bottom toolbar with the following buttons: 'Save', 'Undo', 'Insert New Line' (highlighted), 'Insert Copied Line', and 'Done'.

4. In the **Stock Item** field, click the pick list  icon to search for the stock item code.
5. On the Choose page, in the **Description** field, enter a description to search for the stock item. Remember to use a wildcard (*) before and after the word(s) to assist your search.
6. Click the **Browse** link.
7. Click the **Select** link for the desired stock item. You may need to click the **Next** link at the bottom of the table to find the desired stock item.

The 'Choose' dialog box contains the following elements:

- Links: 'Browse' and 'Clear'.
- Fields: 'Stock Item', 'Stock Item Suffix', and 'Description' (containing '*BINDER*').
- Table with columns: Stock Item, Stock Item Suffix, Description, Active.
- Buttons: 'Select' (next to each row), 'Cancel', 'First', 'Prev', 'Next', 'Last'.

	Stock Item	Stock Item Suffix	Description	Active
Select	24141511	BSW	BINDER SLANT "D" WHITE 3"	Yes
Select	44122003	BI1	Binder Slant "D" White 3" Capacity	Yes
Select	44122003	BI2	Binder White 4"	Yes

8. Click the **Save** button for additional information to infer.
9. In the **Requested Quantity** field, enter the desired quantity.

The screenshot shows the 'Commodity' table with the following data:

Stock Item	Stock Item Suffix	Requested Quantity	Issue Unit	Accounting Template	Accounting Profile
44122003	BI2	10	EA		

10. Repeat steps 3-9 to add additional Stock Items to the XSRQ document.

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E. Update the Accounting Distribution component of the Stock Requisition (XSRQ) Document. (Optional)

1. Click the **Accounting Distribution** component.
2. Click the **Insert New Line** button.

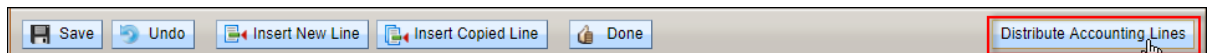


3. In the **Distribution %** field, enter the percentage for this accounting line. The **Distribution %** must total 100% for all lines. You can set the line amount for each accounting string on the Accounting component.
4. Enter the chart of accounts information.

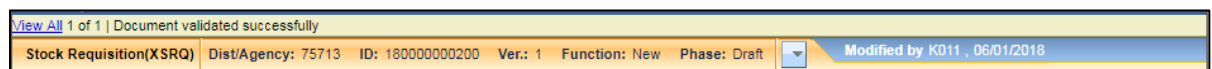
A screenshot of a table titled 'Accounting Distribution'. The table has columns: Accounting Template, Distribution %, Fund, Sub Fund, Resource, Project Year, Goal/Categorical, Function/Activity, and Dist/Ag. The first row contains the values: (blank), 100.0000, 01, 0, 00000, 0, 00000, 00000, and 4310. Below the table, it says 'From 1 to 1 Total: 1' and has navigation buttons: First, Previous, Next, Last.

Accounting Template	Distribution %	Fund	Sub Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Dist/Ag
	100.0000	01	0	00000	0	00000	00000	4310

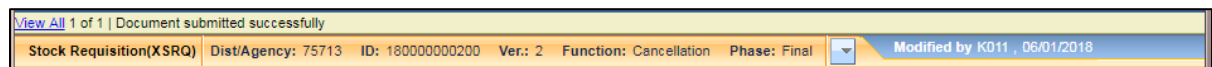
5. To add another accounting string, repeat steps 2-4.
6. Click the **Save** button.
7. Click the **Distribute Accounting Lines** button. This button does not appear until you click the **Save** button.



8. Click the **Save** button.
 9. Accounting Lines have been created for each commodity line.
- ### F. Validate and Submit the Stock Requisition (XSRQ) document
1. On the bottom left of the document, click the **Validate** button.
 2. At the top of the page, click the **View All** link to view the error messages.



3. If no errors are displayed and the message displays “Document validated successfully”, click the **Submit** button. Otherwise, correct any errors and then click the **Submit** button.



4. If your district/agency uses workflow for the Stock Requisition (XSRQ) document, your document will now be in a Pending Phase. Otherwise, the Phase will be Final.
5. In the lower right corner, click the **Close** button to close the document.

Procedure End

Create a Stock Request (XSRQ)

Procedure: Cancel a Stock Requisition (XSRQ)

- A. Locate the Stock Requisition on the Document Catalog.
1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog** to open the Document Catalog.

The screenshot shows the 'BEST Financial – Training' application. On the left, the 'Search' menu item is highlighted with a red box, and the 'Document Catalog' menu item is highlighted with a yellow box. A mouse cursor is pointing at 'Document Catalog'. The main area shows the 'Document Catalog' form with fields for 'Code', 'Doc District/Agency', 'Doc School Location/Dept', and 'ID'. Below the form is a table with columns: Code, Doc District/Agency, Doc School Location/Dept, ID, Comments, Version, and Function. The table is currently empty.

3. On the Document Catalog, in the **Code** field, enter **XSRQ**.
4. In the **Doc District/Agency** field, enter the district/agency code.
5. In the **Doc School Location/Dept** field, enter the school location or department code.
6. In the **ID** field, enter the XSRQ document ID to cancel.
7. Click the **Browse** link.
8. Locate the document in the list returned. Click the **ID** link to open the document.

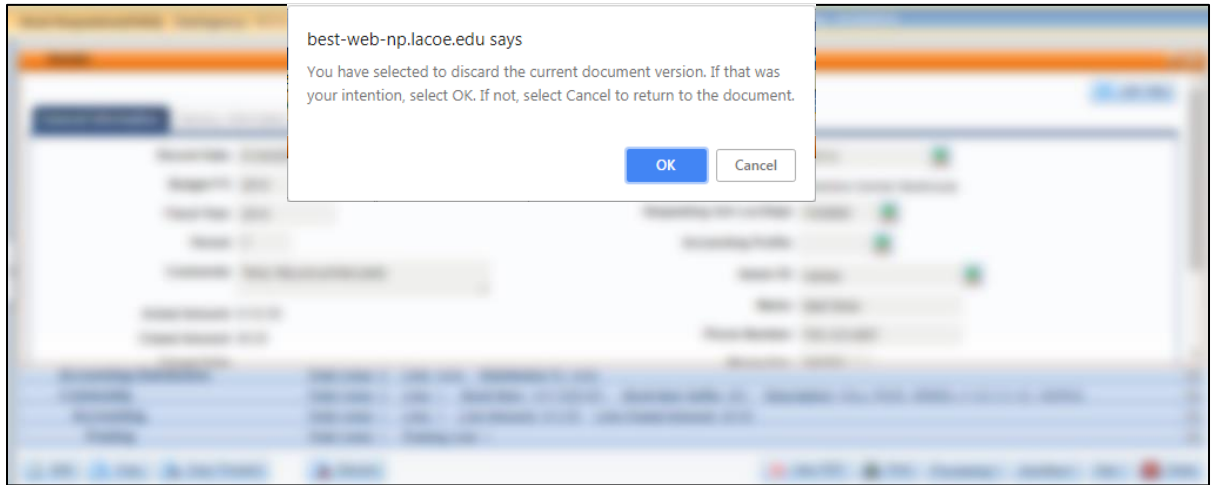
The screenshot shows the 'Document Catalog' form with the following values entered: Code: XSRQ, Doc District/Agency: 75713, Doc School Location/Dept: 7580000, and ID: 190000000122. The 'Browse' link is highlighted. Below the form is a table with columns: Code, Doc District/Agency, Doc School Location/Dept, ID, Comments, Version, Function, Phase, and Status. The table contains one row with the following values: XSRQ, 75713, 7580000, 190000000122, No, 1, New, Final, Submitted.

Code	Doc District/Agency	Doc School Location/Dept	ID	Comments	Version	Function	Phase	Status
XSRQ	75713	7580000	190000000122	No	1	New	Final	Submitted

Create a Stock Request (XSRQ)

C. Cancel the Stock Requisition (XSRQ) Document.

1. At the bottom of the document, click the **Discard** button.
2. On the pop-up message, click the **Ok** button to confirm deletion.



3. A new document version is created with a **Function of Cancellation** and a **Phase of Draft**.

A screenshot of the header section of a Stock Requisition (XSRQ) document. The header bar is orange and contains the following information: "Stock Requisition(XSRQ)", "Dist/Agency: 75713", "ID: 190000000016", "Ver.: 2", "Function: Cancellation", "Phase: Draft", and "Modified by KBUY , 05/03/2019". Below the header bar is a "Header" section with a "List View" button. Underneath are tabs for "General Information", "Delivery Information", "Stock Requisition Status", and "Document Information". The "General Information" tab is active, showing fields for "Record Date:" (with a calendar icon), "Warehouse: WH75713" (with a warehouse icon), and "Budget FY: 2019". At the bottom right of the "General Information" section, it says "Alhambra USD - Inventory Warehouse".

D. Validate and Submit the Cancellation Stock Requisition (XSRQ) document.

1. On the bottom left of the document, click the **Validate** button.
2. Verify the "Document validated successfully" message displays.
3. Click the **Submit** button.
4. Verify the document is in **Phase: Final**.

A screenshot of the header section of a Stock Requisition (XSRQ) document. The header bar is orange and contains the following information: "Stock Requisition(XSRQ)", "Dist/Agency: 75713", "ID: 1800000000200", "Ver.: 2", "Function: Cancellation", "Phase: Final", and "Modified by K011 , 06/01/2018". Below the header bar is a "Header" section with a "List View" button. Underneath are tabs for "General Information", "Delivery Information", "Stock Requisition Status", and "Document Information". The "General Information" tab is active, showing fields for "Record Date:" (with a calendar icon), "Warehouse: WH75713" (with a warehouse icon), and "Budget FY: 2019". At the bottom right of the "General Information" section, it says "Alhambra USD - Inventory Warehouse".

5. Click the **Close** button.

Procedure End