



---

## **SmarteFinance Warehouse Requisition**

**User Guide**

Revised 04/2018



## Table of Contents

<b>WAREHOUSE REQUISITION .....</b>	<b>1</b>
<b>OVERVIEW .....</b>	<b>1</b>
<b>WAREHOUSE MENU .....</b>	<b>1</b>
<b>CREATE A WAREHOUSE REQUISITION .....</b>	<b>4</b>
<b>ACCOUNT SEARCH .....</b>	<b>5</b>
<b>ENTERING ITEMS .....</b>	<b>8</b>
<b>EDIT A REQUISITION .....</b>	<b>11</b>
<b>REQUISITION SEARCH.....</b>	<b>11</b>
<b>ROUTE A REQUISITION .....</b>	<b>13</b>
<b>VIEW ROUTING HISTORY .....</b>	<b>14</b>
<b>VIEW TRANSACTION DETAIL .....</b>	<b>15</b>
<b>VIEW AND CREATE NOTES .....</b>	<b>16</b>
<b>PRINT A WAREHOUSE REQUISITION.....</b>	<b>17</b>

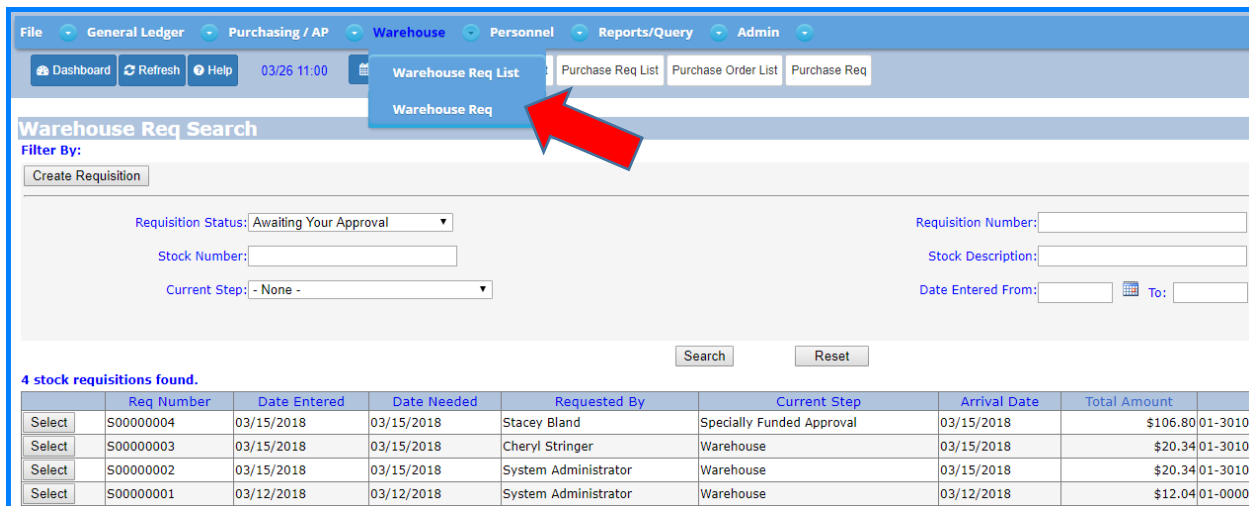
# WAREHOUSE REQUISITION

## OVERVIEW

The Smartetools on-line Warehouse Requisition is a web based form that will replace the existing form currently used by the district. The new web based form will allow you to electronically create, route and approve all requisitions, as well as, perform additional functions such as adding notes, attaching files and tracking the requisition movement, etc.

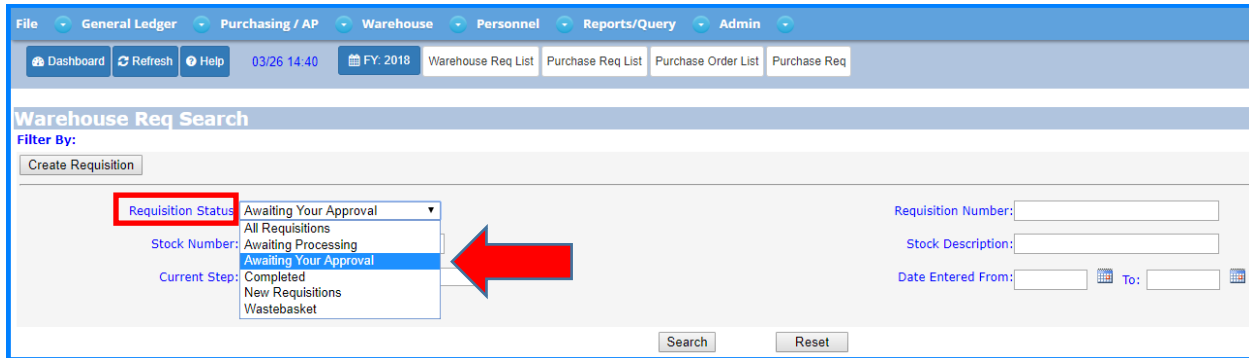
## WAREHOUSE MENU

The **Warehouse** menu will display the following information:



	Req Number	Date Entered	Date Needed	Requested By	Current Step	Arrival Date	Total Amount	
Select	S00000004	03/15/2018	03/15/2018	Stacey Bland	Specially Funded Approval	03/15/2018	\$106.80	01-3010
Select	S00000003	03/15/2018	03/15/2018	Cheryl Stringer	Warehouse	03/15/2018	\$20.34	01-3010
Select	S00000002	03/15/2018	03/15/2018	System Administrator	Warehouse	03/15/2018	\$20.34	01-3010
Select	S00000001	03/12/2018	03/12/2018	System Administrator	Warehouse	03/12/2018	\$12.04	01-0000

A list of requisitions that are **Awaiting Processing** will be displayed immediately. It is possible that this list may be empty. The **Awaiting Processing** list will display the Warehouse requisitions you have routed and are in the approval process or have completed the approval process and are waiting to be processed. To view a requisition, choose the appropriate status from the **Requisition Status** dropdown list: All Requisitions, Awaiting Processing, Awaiting Your Approval, Completed, New Requisitions, and Wastebasket.



**All Requisitions** will display all your warehouse requisitions whether new, completed or awaiting processing. **Awaiting Processing** will list all your warehouse requisitions that have not yet been processed within the fiscal year. **Awaiting Your Approval** will list all the warehouse requisitions that are waiting for your approval. **Completed** will list all your warehouse requisitions that have been processed within the fiscal year. **New Requisitions** will list the warehouse requisition that you have entered but have not yet routed. **Wastebasket** will display all your warehouse requisitions you sent to the wastebasket.

To search for a specific warehouse requisition, use the filter areas provided. If you search for a requisition using the **Current Step** dropdown list, all requisitions that are currently at the step you have chosen will display. Note that this field is a district defined field. You can also search by **Requisition Number**, **Stock Description**, and **Date** of requisition preparation. Click the **Search** button when you have entered your search criteria and a listing of the requisition(s) you are searching will display. Click the **Reset** button to clear your search criteria and begin a new search.

File | General Ledger | Purchasing / AP | Warehouse | Personnel | Reports/Query | Admin

Dashboard | Refresh | Help | 03/26 15:36 | FY: 2018 | Warehouse Req List | Warehouse Req | Purchase Req List | Purchase Order List | Purchase Req

### Warehouse Req Search

Filter By:

Create Requisition

Requisition Status: Awaiting Your Approval

Requisition Number:

Stock Number:

Stock Description:

Current Step: - None -

Date Entered From:  To:

Search | Reset

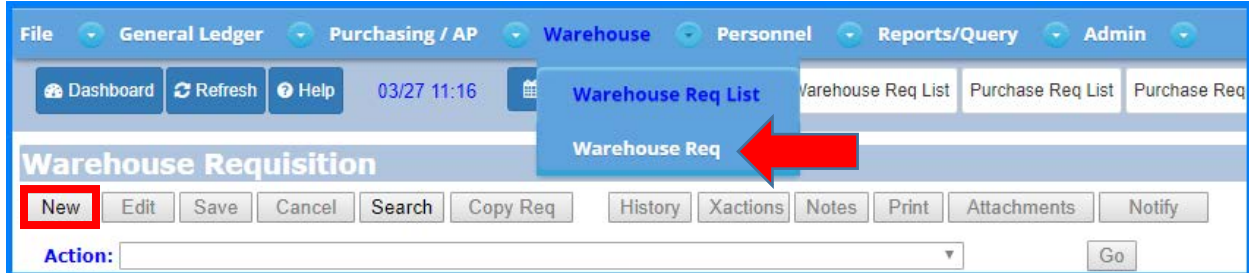
4 stock requisitions found

Select	Req Number	Current Step	Arrival Date	Total Amount	First Account Number
Select	500000004	Specially Funded Approval	03/15/2018	\$106.80	01-3010-0-0000-2110-4300-080-00
Select	500000003	Warehouse	03/15/2018	\$20.34	01-3010-0-0000-2110-4300-089-00
Select	500000002	Warehouse	03/15/2018	\$20.34	01-3010-0-0000-2110-4300-089-00
Select	500000001	Warehouse	03/12/2018	\$12.04	01-0000-0-0000-7700-4300-097-55

To work with a requisition, click the **'Select'** button next to the **Req Number**. This will display the requisition and allow you to edit, route, print, and perform other functions related to the requisition. You can also create a new warehouse requisition.

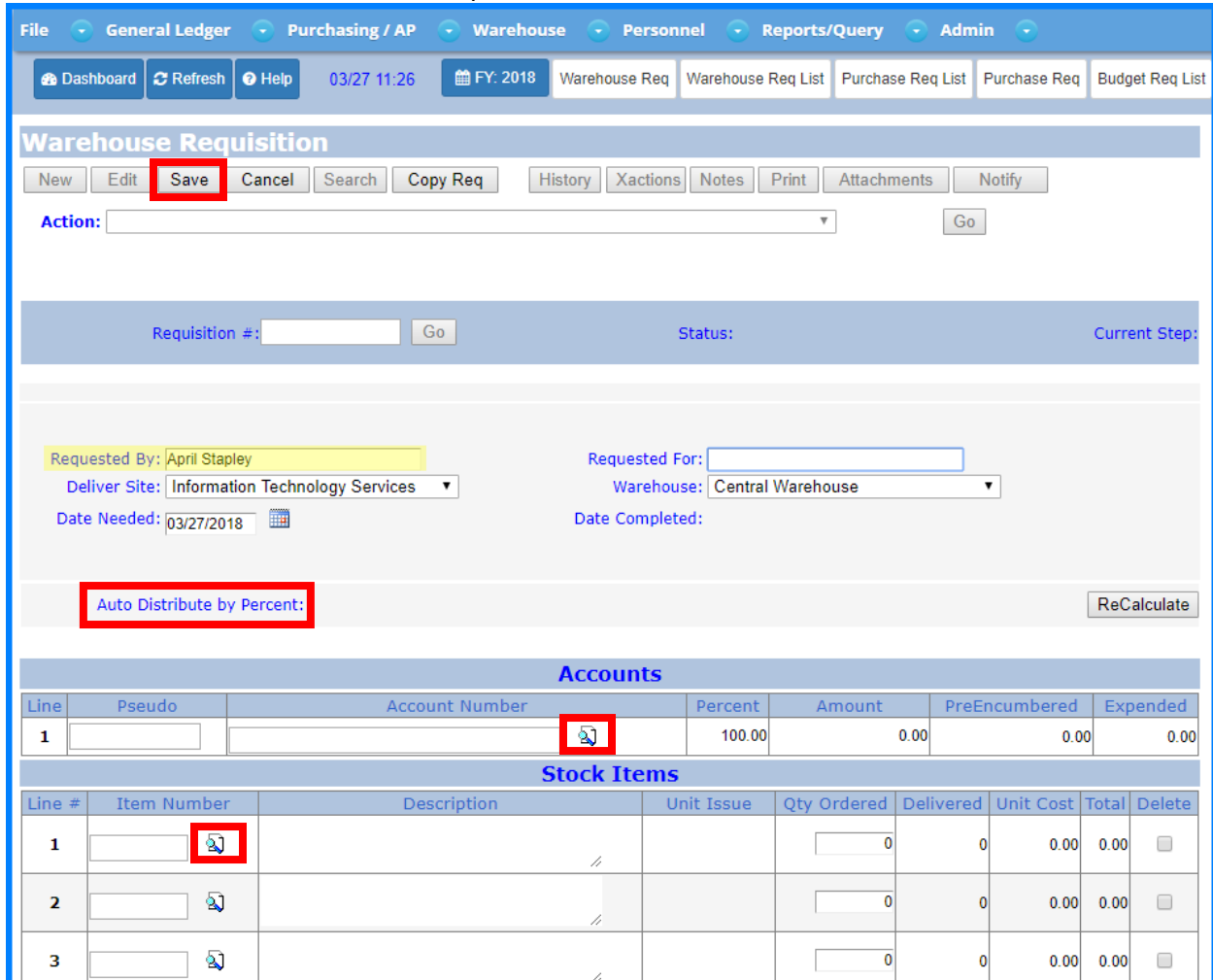
## CREATE A WAREHOUSE REQUISITION

To create a new warehouse requisition, click the **'Warehouse Req'** menu item then click the **'New'** button. This will present a blank requisition page.



The screenshot shows the top navigation bar with 'Warehouse' selected. A dropdown menu is open, showing 'Warehouse Req List' and 'Warehouse Req'. The 'Warehouse Req' option is highlighted with a red arrow. Below the menu, the 'New' button in the 'Warehouse Requisition' section is highlighted with a red box.

The **Requested By** will have your user name filled in. Enter the **Requested For** information and select the **'Deliver Site'** from the dropdown list. If your user profile only allows access to your site, then only one site will be available for selection. Enter the date needed in the **Date Needed** field. If there are multiple warehouses within your district, you must choose the appropriate warehouse from the **Warehouse** dropdown list.



The screenshot shows the 'Warehouse Requisition' form. The 'Save' button is highlighted with a red box. The 'Auto Distribute by Percent' checkbox is also highlighted with a red box. The form includes fields for 'Requested By', 'Requested For', 'Deliver Site', 'Warehouse', 'Date Needed', and 'Date Completed'. Below the form are sections for 'Accounts' and 'Stock Items'.

Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1			100.00	0.00	0.00	0.00

Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete
1				0	0	0.00	0.00	<input type="checkbox"/>
2				0	0	0.00	0.00	<input type="checkbox"/>
3				0	0	0.00	0.00	<input type="checkbox"/>

The required information needed to save a requisition is at least one **Account Number** and at least one **Line Item**.

When entering accounts, the cost of the requisition can be allocated by percent by leaving the **Auto Distribute by Percent** check box checked. To use a different method of cost allocation, uncheck this box. Allocation of the cost of the requisition will be discussed later in this document.

### ACCOUNT SEARCH

The center portion of the warehouse requisition page contains the account information. To assign an account number to the requisition, click the **'Account Search'** button to activate the Account Search page.

Accounts							
Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended	
1	<input type="text"/>	<input type="text"/>	100.00	0.00	0.00	0.00	

Stock Items								
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete
1	<input type="text"/>	<input type="text"/>		<input type="text"/> 0	0	0.00	0.00	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>		<input type="text"/> 0	0	0.00	0.00	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>		<input type="text"/> 0	0	0.00	0.00	<input type="checkbox"/>

### Account Number Search

**Search By:**

Account Number: Fnd(2) - Res(4) - Yr(1) - Goal(4) - Fnc(4) - Obj(4) - Loc(3) - DC(2)

Pseudo:

Account Name:

The Account Search page allows you to search for and select an account number. Depending on your user profile, you may be limited to the account numbers you are allowed to access.

Enter the account search criteria and click the **'Search'** button. A list of accounts to which you have access via your user profile will be displayed. The Budget, Balance and Pre Balance are also



### Account Number Search

**Search By:**

Account Number: Fnd(2) Res(4) Yr(1) Goal(4) Fnc(4) Obj(4) Loc(3) DC(2)

01 - - - - - 43 - - - - -

Pseudo:

Account Name:

The search has resulted in greater than 100 records. Only the first 100 have been displayed. If the record your searching for is not in the result set, please refine your search criteria to return fewer records.

	Pseudo	Account Number	Account Name	Budget	Balance	PreBalance	
Select	430001	01-0000-0-0000-2110-4300-063-00	Supplies	\$0.00	\$0.00	(\$50.82)	Xactions
Select	433551	01-0000-0-0000-2120-4300-085-00	Supplies	\$0.00	\$0.00	\$0.00	Xactions
Select	430002	01-0000-0-0000-2120-4300-091-00	Supplies	\$0.00	\$0.00	(\$1,220.98)	Xactions
Select	430003	01-0000-0-0000-2700-4300-011-00	Supplies	\$0.00	\$0.00	(\$23.63)	Xactions

displayed for reference. Click on the **'Select'** button next to the desired account and it will be copied to the requisition.

If you do not know all of the digits of an account number for a group of accounts, leave those digits blank or use an underscore “\_” as a place holder. The account search will treat the spaces and underscores as wild card characters and return all the accounts that match the digits entered. The example above shows the fourth component (Goal) was left blank as well as the last two account components. The Object component of the account has the first two digits entered.

The warehouse requisition allows for five accounts initially. To assign more than five accounts to a requisition, save the requisition and then click the **'Edit'** button. The requisition will show the five original accounts and five more blank account lines that may be used for additional accounts.

There are two methods to distribute line item amounts to accounts within the warehouse function. If the **Auto Distribute by Percent** box is checked, then you must enter a percentage to each account number to compute the amount to be allocated to each account. This is the percentage of the total cost of the requisition as determined when all line items have been entered.

Auto Distribute by Percent: 
ReCalculate

Accounts						
Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	<input type="text" value="430754"/>	<input type="text" value="010-00450-0-11101-10000-4310-4700000"/>	<input type="text" value="100.00"/>	3.00	3.00	0.00
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00
4	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00
5	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00
6	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0.00	0.00	0.00

Stock Items									
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete	
1	<input type="text" value="01-10673A"/>	PAPER, DISTRICT LETTERHEAD, COLORED (PK25)	PK	<input type="text" value="2"/>	0	1.50	3.00	<input type="checkbox"/>	
2	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
3	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
4	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
5	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
6	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
7	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
8	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
9	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	

Comments: 
Total:

To allocate the cost of the requisition without using the percent method, uncheck the **Auto Distribute by Percent** box. You can then enter the amount for each account in the account **Amount** field. Using this method, the amounts allocated to the accounts must be equal to the *total* amount of all of the line items. The allocation must be exact.

Requested By:  Requested For: 
  
 Deliver Site:  Warehouse: 
  
 Date Needed:  Date Completed:

Auto Distribute by Percent:

Accounts						
Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	<input type="text" value="430002"/>	<input type="text" value="01-0000-0-0000-2120-4300-091-00"/>	100.00	0.00	0.00	0.00

Stock Items									
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete	
1	<input type="text" value="131313"/>	MULTILITH PAPER - WHITE - 11" X 17" - 20 LB SUB - OFFSET QUALITY BOND - ECONOSOURCE (MULTI-PURPOSE)	REAM	<input type="text" value="5"/>	0	0.00	0.00	<input type="checkbox"/>	
2	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	
3	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	

**Note:** A combination of account distribution methods is not allowed.

### ENTERING ITEMS

Auto Distribute by Percent:

Accounts						
Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	<input type="text" value="430002"/>	<input type="text" value="01-0000-0-0000-2120-4300-091-00"/>	100.00	0.00	0.00	0.00

Stock Items									
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete	
1	<input type="text" value="131313"/>	MULTILITH PAPER - WHITE - 11" X 17" - 20 LB SUB - OFFSET QUALITY BOND - ECONOSOURCE (MULTI-PURPOSE)	REAM	<input type="text" value="5"/>	0	0.00	0.00	<input type="checkbox"/>	
2	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>	

If you know the stock number of the item, enter it into the **Item Number** box. Next, enter the quantity desired in the **Qty Ordered** field. You may then click the **'Recalculate'** button to validate the item number entered and compute the total cost of the line item. If the item number entered is not valid, you will be notified. This can be caused by: (1) The item number is a non-existent number; or (2) The item number does not exist in the warehouse selected at the top of the requisition.

If you would like to search the warehouse for items by number, name, description, and/or category, click the **Stock Search** button located next to the **Item Number** field in the first blank line item. This will activate the Stock Search page. You can enter any combination of search criteria.

### Warehouse Item Search

Search By:

Stock Number:

Stock Name:

Stock Description:

Category: - None -

Warehouse: Central Warehouse

Search
Close
Reset

35 Stock items found.

Select	Stock #	Stock Name	Description	Unit Issue	Unit Cost	Qty On Hand
Select	10105	AIRWATCH LICENSE-IPAD	AIRWATCH PERPETUAL LI	EACH	32.17	19
Select	31612	PADLOCK - 7314 - YALE	PADLOCK - 7314 - YALE - K	EACH	20.44	97
Select	71901	PADS(SHOULDER)-1/4 & 1/2	PADS (SHOULDER)-1/4 & 1	EACH	3.22	76
Select	71903	PADS(SHOULDER)-3/4 & 4/4	PADS (SHOULDER)-3/4 & 4	EACH	3.69	120
Select	81403	NET - COMBINATION	NET - COMBINATION - 21' >	EACH	10.41	7
Select	81601	PADDLES TABLE TENNIS	PADDLES TABLE TENNIS (I	EACH	1.37	12
Select	90206	BANDAGES - GAUZE -	BANDAGES - GAUZE - 3" X	BOX	3.24	3
Select	91610	PAD - MULTI- TRAUMA	PAD - MULTI - TRAUMA - DI	EACH	1.16	23
Select	121604	PAD - SCOURING - HEAVY D	PAD - SCOURING - HEAVY	PACKAGE	2.43	58

Click the **'Search'** button and a list of warehouse stock items will be listed that match your search criteria. In the example above, "Pad" was entered into the **Stock Description** field. The search results returned 35 items that match the search criteria. To select an item, click the **Select** button next to the stock item desired. The stock search page will close and the stock item will be added to your requisition. Enter the quantity desired in the **Qty Ordered** field. You can continue ordering as many items as needed. If you need more blank lines for line items, save your requisition and then edit the requisition. You can then add more items at the bottom of the line items list.

Once the line items have been entered, you can enter comments in the **Comments** area at the bottom of the requisition. These are general comments that will display on the requisition.

Once the requisition is complete, it can be saved by clicking the **'Save'** button at the top of the requisition. If any errors are found, you will be notified and asked to correct the problem. You can cancel (or edit) the creation of a requisition by clicking the **'Cancel'** button.

**Warehouse Requisition**

Requestion #:  Go      Status:      Current Step:

Requested By:       Requested For:   
 Deliver Site:       Warehouse:   
 Date Needed:       Date Completed:

Auto Distribute by Percent:       ReCalculate

Accounts						
Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	430002	01-0000-0-0000-2120-4300-091-00	100.00	0.00	0.00	0.00

Stock Items								
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete
1	131313	MULTILITH PAPER - WHITE - 11" X 17" - 20 LB SUB - OFFSET QUALITY BOND - ECONOSOURCE (MULTI-PURPOSE)	REAM	5	0	0.00	0.00	<input type="checkbox"/>

Possible errors within a requisition include:

- No account number was entered.
- More than one account was used when multiple accounts have been disabled.

- The accounts do not conform to the multiple accounts constraint defined by the district.
- The **Auto Distribute by Percent** has been unchecked and there is a problem with the account amount distribution.
- Items were entered that do not exist or that do not exist at the warehouse selected for the requisition.

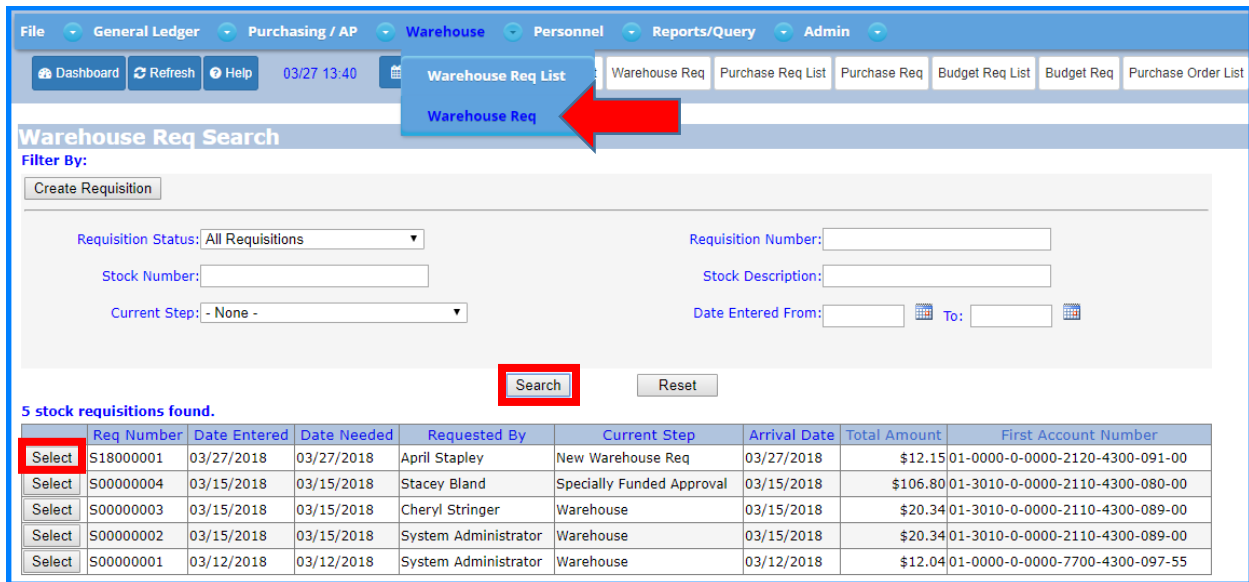
If any of these errors occur, the error must be corrected before the requisition can be saved.

Once a requisition is saved, it will be displayed with all of the information. The menu at the top of the requisition will now have many more options.

## **EDIT A REQUISITION**

### **REQUISITION SEARCH**

To edit a warehouse requisition, you can select the requisition from **Warehouse Req List**. You can also use the Requisition Search function on the **Warehouse Req** menu item to find a specific requisition. To activate the search function, click the **'Warehouse Req'** menu item, then click the **'Search'** button. The Warehouse Requisition Search page will be displayed. Enter the criteria you wish to use to search for a requisition. To see a list of all requisitions to which you have access, click the **'Search'** button without entering any search criteria.



**Warehouse Req Search**

Filter By:

Create Requisition

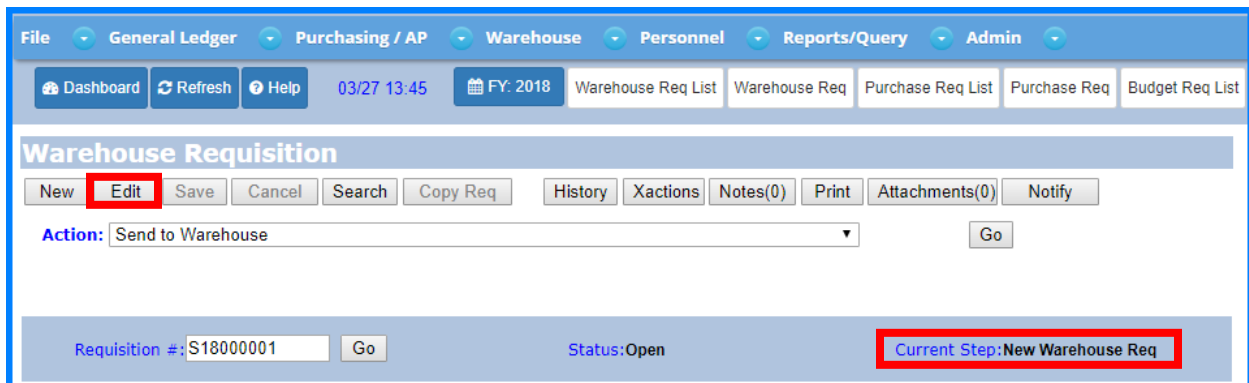
Requisition Status: All Requisitions  
 Requisition Number:   
 Stock Number:   
 Stock Description:   
 Current Step: - None -  
 Date Entered From:  To:

**Search** Reset

5 stock requisitions found.

	Req Number	Date Entered	Date Needed	Requested By	Current Step	Arrival Date	Total Amount	First Account Number
Select	S18000001	03/27/2018	03/27/2018	April Stapley	New Warehouse Req	03/27/2018	\$12.15	01-0000-0-0000-2120-4300-091-00
Select	S00000004	03/15/2018	03/15/2018	Stacey Bland	Specially Funded Approval	03/15/2018	\$106.80	01-3010-0-0000-2110-4300-080-00
Select	S00000003	03/15/2018	03/15/2018	Cheryl Stringer	Warehouse	03/15/2018	\$20.34	01-3010-0-0000-2110-4300-089-00
Select	S00000002	03/15/2018	03/15/2018	System Administrator	Warehouse	03/15/2018	\$20.34	01-3010-0-0000-2110-4300-089-00
Select	S00000001	03/12/2018	03/12/2018	System Administrator	Warehouse	03/12/2018	\$12.04	01-0000-0-0000-7700-4300-097-55

To select a requisition, click the **'Select'** button next to the desired requisition. This will close the search page and display the requisition.



**Warehouse Requisition**

New **Edit** Save Cancel Search Copy Req History Xactions Notes(0) Print Attachments(0) Notify

Action: Send to Warehouse Go

Requisition #: S18000001 Go Status: Open **Current Step: New Warehouse Req**

Assuming you have access to edit the requisition, click the **'Edit'** button at the top of the page. The requisition Edit page will be displayed allowing you to change the information on the requisition. Once you have completed your changes, click the **'Save'** button. You can cancel your changes by clicking the **'Cancel'** button. The Edit page allows the same types of entry as the Creation page. Therefore, when editing a requisition, you should follow the same procedures as when you created the requisition.

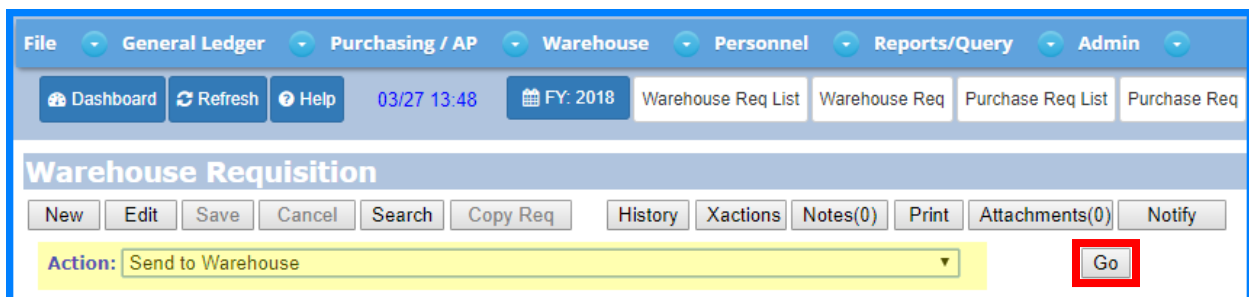
Once a requisition is displayed, refer to the menu at the top of the page for actions that are available for the requisition. If the requisition has been routed, the **Edit** button may be missing. A requisition can only be edited if it is at a location/step to which you have access. Once it has been routed and is in the approval process, the originator may no longer have access to edit.

Refer to the **Current Step** field at the top of the requisition which indicates where the requisition is currently located in the approval process. This requisition shows “Administrator Approval.”

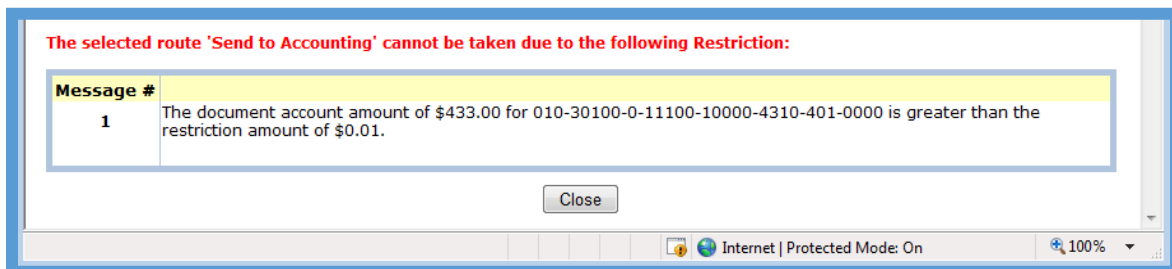
## ROUTE A REQUISITION

Once a warehouse requisition has been saved and is complete, it is ready to be routed to the appropriate departments/personnel for approval, eventually arriving at its final destination, which is usually the Warehouse.

To route a requisition, select a route from the **Action** drop down list. This list displays the possible routes that the requisition may take. This list is dependent on the current location/step of the document and is set up for your organization.



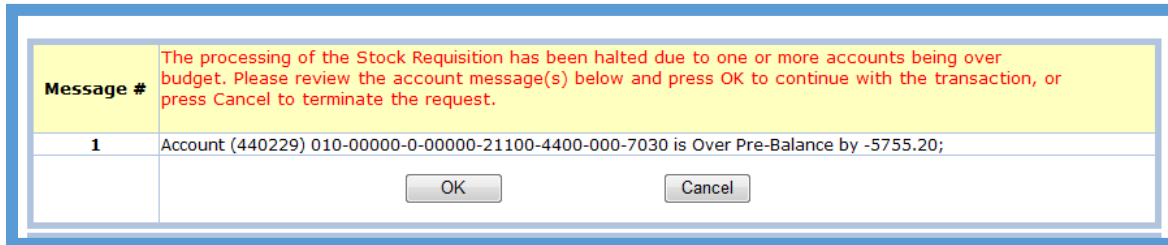
Select a route and click the **‘GO’** button. Due to account number and spending restrictions, you may receive a message stating that the route is not valid as shown below.





This occurs when an account number on the requisition has a restriction that limits routing to specific routes.

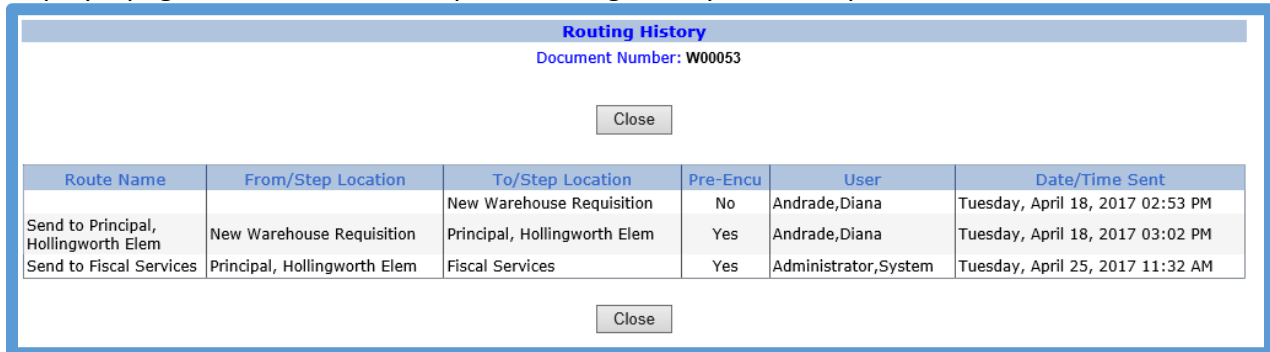
When requisitions are routed, the budget(s) may be checked and a pre-encumbrance transaction may be created. If any of the accounts on the requisition have insufficient budget for the amount of the requisition, you will see a message such as the one shown below.



This message is showing that the amount on the requisition will cause the budget for the account to be exceeded by \$5,755.20. The **Cancel** button may be the only button available on this page which means that the requisition cannot be routed until this over-budget condition is corrected. If your district allows over- budget conditions, then an **OK** button will appear allowing the requisition to be routed.

## VIEW ROUTING HISTORY

To view the routing history and approvals for a requisition, click the **'History'** button. This will display a page that shows the complete routing history of the requisition.



A sample routing history is shown above. The previous location/step, route taken, new location/step, pre-encumbrance flag, person's name, and date and time of the routing are shown. The last entry in the routing history is the current location of the requisition.

## VIEW TRANSACTION DETAIL

When a requisition is routed, financial transactions may be created to pre-encumber the amount for each account. To view the financial transaction history, click the **'Xactions'** button. This will display a page showing the financial transactions for the requisition as shown below.

File General Ledger Purchasing / AP Warehouse Personnel Reports/Query Admin

Dashboard Refresh Help 03/27 13:53 FY: 2018
Warehouse Req List Warehouse Req Purchase Req List Purchase Req Budget Req List

### Warehouse Requisition

New Edit Save Cancel Search Copy Req History Xactions Notes(0) Print Attachments(0) Notify

Action: Send to Warehouse Processing Go

Requisition #:  Go
Status: Open
Current Step: Warehouse

Account Transaction History

Requisition Number: S00000002

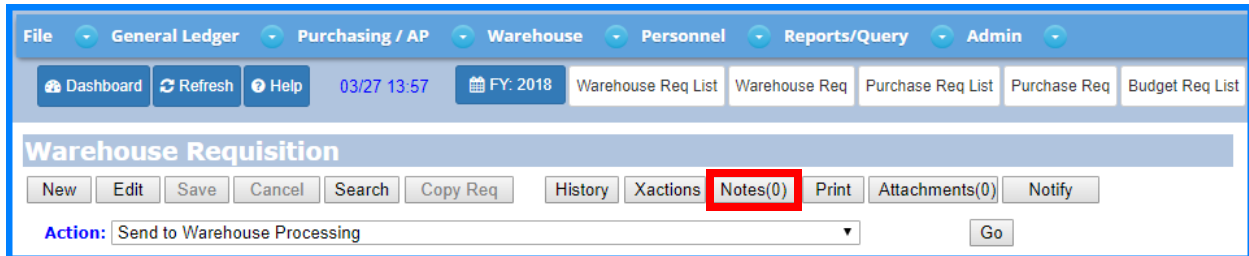
Close

Journal Number	PO Number	Post Date	Account Number	Description	Debit Amount	Credit Amount
PE7		03/15/2018 14:18:00	01-3010-0-0000-2110-4300-089-00	Whse Req:S00000002 PreEncumbrance	\$20.34	\$0.00

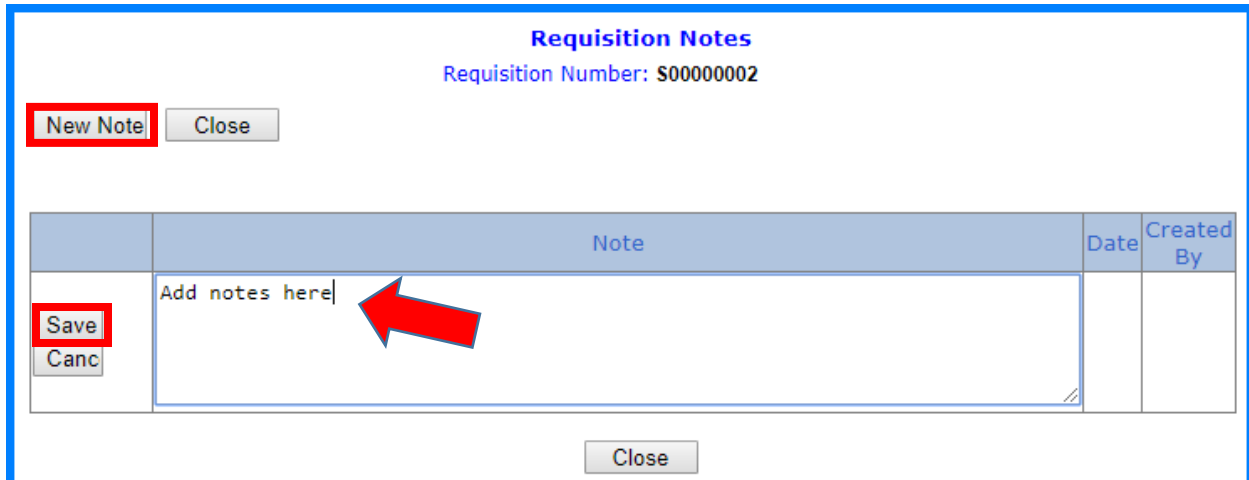
Close

## VIEW AND CREATE NOTES

It is possible to create and view notes for a warehouse requisition by clicking the **'Notes'** button located on the Menu bar. You can also see the number of Notes created pertaining to this requisition within the **'Notes'** button (in parentheses). Click on this button to display the Requisition Notes page. Click the **'New Note'** button to display the Note entry field. Enter your note and click the **'Save'** button. The saved notes will always be displayed when the Notes page is accessed from the requisition.



The screenshot shows the top navigation bar of the application. The 'Warehouse' menu is expanded, showing options like 'Warehouse Req List', 'Warehouse Req', 'Purchase Req List', 'Purchase Req', and 'Budget Req List'. The 'Notes(0)' button is highlighted with a red box. Below the menu bar, there are buttons for 'New', 'Edit', 'Save', 'Cancel', 'Search', 'Copy Req', 'History', 'Xactions', 'Notes(0)', 'Print', 'Attachments(0)', and 'Notify'. An 'Action:' dropdown menu is set to 'Send to Warehouse Processing' with a 'Go' button next to it.



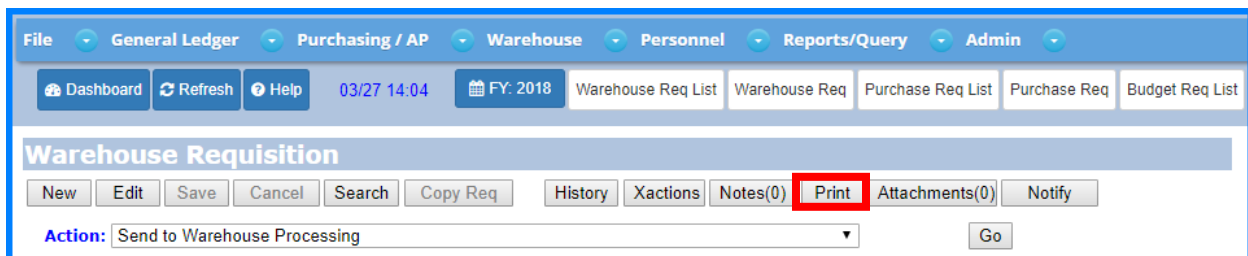
The screenshot shows the 'Requisition Notes' page for Requisition Number: S00000002. At the top, there are 'New Note' and 'Close' buttons, with 'New Note' highlighted by a red box. Below this is a table with columns for 'Note', 'Date', and 'Created By'. The 'Note' column contains the text 'Add notes here' with a red arrow pointing to it. To the left of the table, there are 'Save' and 'Canc' buttons, with 'Save' highlighted by a red box. At the bottom of the page, there is a 'Close' button.

Note	Date	Created By
Add notes here		

## PRINT A WAREHOUSE REQUISITION

The purpose of an electronic requisition system is to reduce the amount of paper that flows through the district. However, many times it is desirable to print a copy of a requisition for your records. To print a copy of a requisition, first select the requisition using the “Requisition Search” function. Once selected, click the **‘Print’** button on the Menu bar.

The print function will display the requisition formatted for printing. You can use your browser’s print function or the report viewer print function to print this report on your printer.



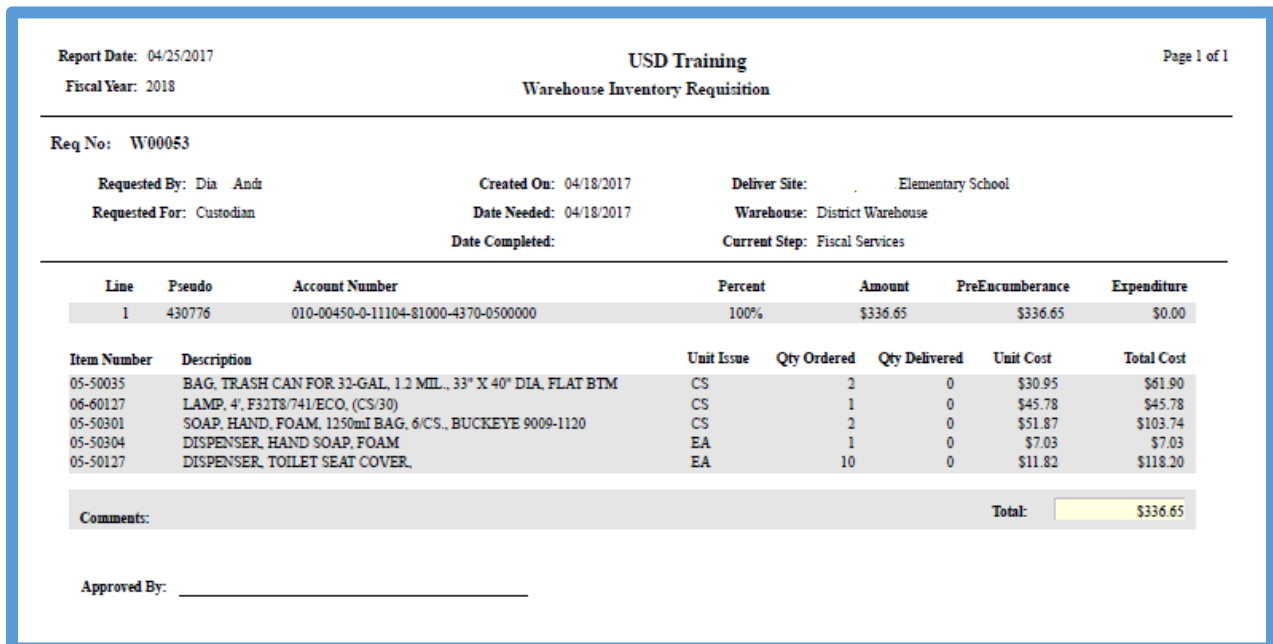
File General Ledger Purchasing / AP Warehouse Personnel Reports/Query Admin

Dashboard Refresh Help 03/27 14:04 FY: 2018 Warehouse Req List Warehouse Req Purchase Req List Purchase Req Budget Req List

**Warehouse Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes(0) **Print** Attachments(0) Notify

Action: Send to Warehouse Processing Go



Report Date: 04/25/2017 Page 1 of 1  
 Fiscal Year: 2018 **USD Training**  
**Warehouse Inventory Requisition**

---

Req No: W00053

Requested By: Dia Andr Created On: 04/18/2017 Deliver Site: Elementary School  
 Requested For: Custodian Date Needed: 04/18/2017 Warehouse: District Warehouse  
Date Completed: Current Step: Fiscal Services

---

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance	Expenditure
1	430776	010-00450-0-11104-81000-4370-0500000	100%	\$336.65	\$336.65	\$0.00

Item Number	Description	Unit Issue	Qty Ordered	Qty Delivered	Unit Cost	Total Cost
05-50035	BAG, TRASH CAN FOR 32-GAL, 1.2 MIL., 33" X 40" DIA, FLAT BTM	CS	2	0	\$30.95	\$61.90
06-60127	LAMP, 4', F32T8/741/ECO, (CS/30)	CS	1	0	\$45.78	\$45.78
05-50301	SOAP, HAND, FOAM, 1250ml BAG, 6/CS., BUCKEYE 9009-1120	CS	2	0	\$51.87	\$103.74
05-50304	DISPENSER, HAND SOAP, FOAM	EA	1	0	\$7.03	\$7.03
05-50127	DISPENSER, TOILET SEAT COVER,	EA	10	0	\$11.82	\$118.20

Comments: Total: \$336.65

Approved By: \_\_\_\_\_