Warehouse Stores Requisitions Guide

WAREHOUSE STORES REQUESTS

Table of Contents

# Warehouse Stores Requisitions

Warehouse Stores Requisitions are for internal use only.

Go to **Finance > Requisitions > Store Requisitions**. Click on "New".
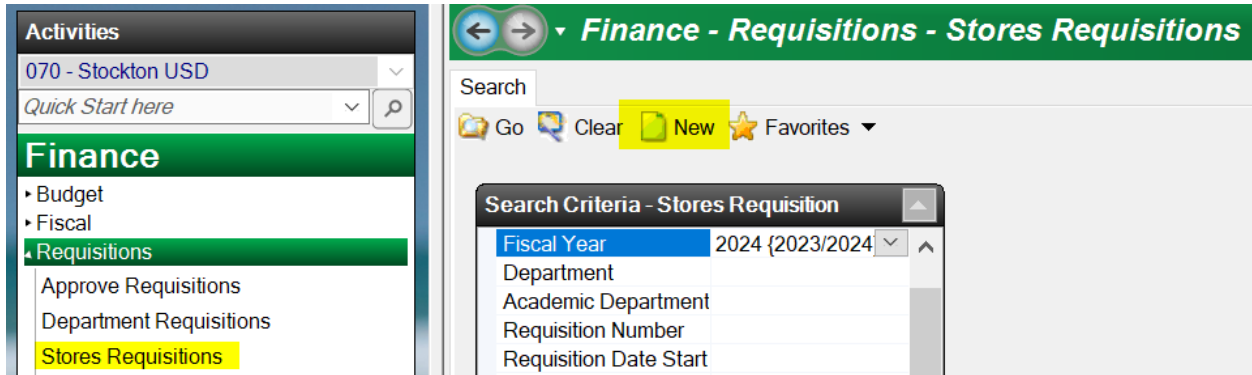
Warehouse Stores Requisition Tabs

Requisition Tab – You can edit the Requisitioner and Request Date if needed. Required fields are Order Location and Comment. Use the comment to describe the purchase justification (what the purchase is for):
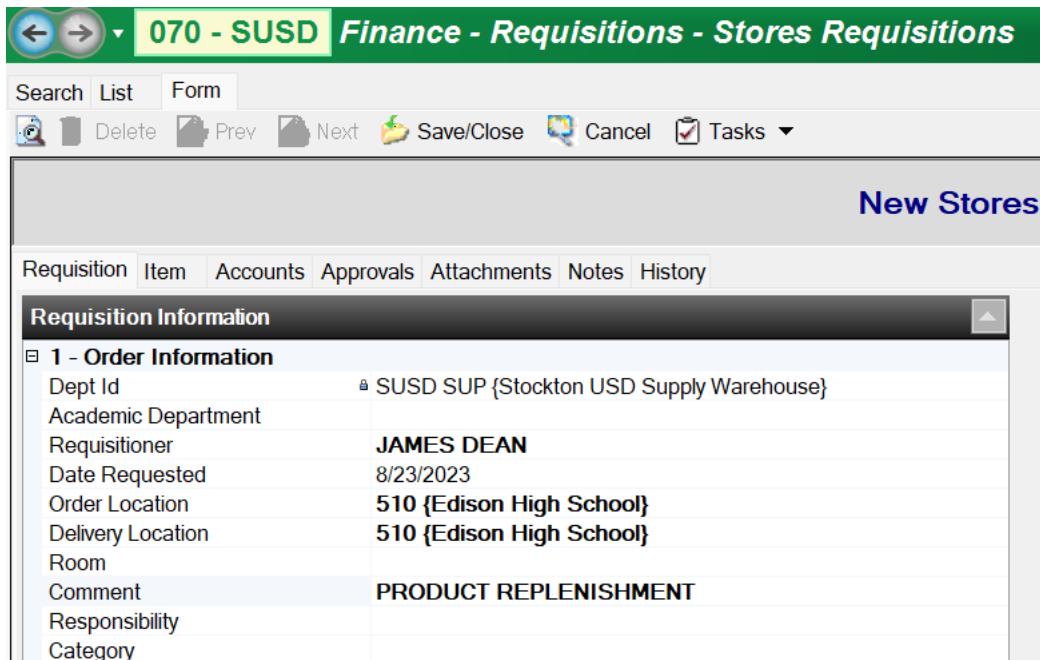
Items Tab – You will use the Stores Item # field drop-down list to see and select available items. Enter "0" in the Stores Item # field, then the field drop-down arrow. Then update the quantity. The price will be preset. Repeat this process for any additional items.

Use "Save/New" to create another item. Use "Save/Close" after the last item.

Accounts – Enter "01" for Fund 01 or "09" for Fund 09, then click on the look up button. This will display available accounts to select:
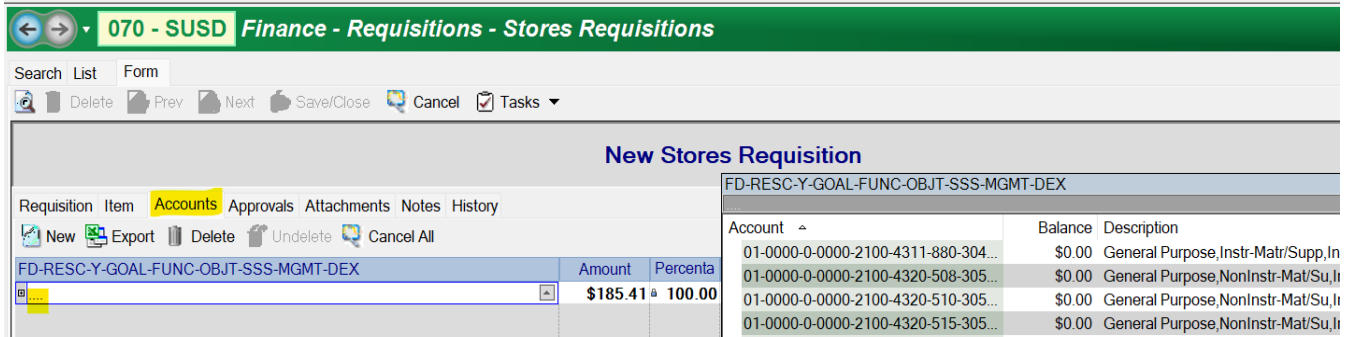
Submit – After all tabs are complete, click on "Tasks" and "Submit" which will send the request through the required approvals:
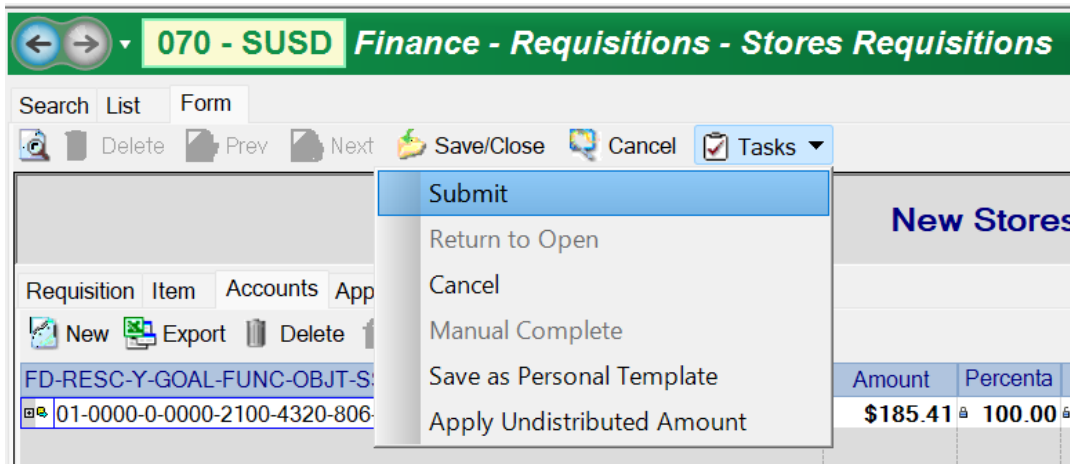
Approvals – This lists all of the approvals for the requisition where you can see who still needs to approve.

Attachments – Attach backup for the requisition, if applicable.

Notes – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.

History – This contains historical records of all information that has changed and by whom. All users can see this information. It can also be displayed in reports.

Warehouse Stores Requisitions Tasks

Submit – To submit a requisition, you must enter all required fields, at least one account and one line item. All amounts must be distributed. When you select this task, the requisition is submitted, an encumbrance JE is posted, a history record is written and approval records (or not, as defined) are written to the Approvals tab.

Return to Open – If there is a change that must be made, this option returns the requisition to the Open status, reverses the encumbrance in the requisition and writes a history record. The requisition can be resubmitted once changes are made. This option is not available when a requisition is in the Cancelled or Complete status.

Cancel – Cancelling a requisition changes the status to Cancelled, reverses the encumbrance and creates a history record. This option is not available when a requisition is in the Complete status.