## **REQUISITION ENTRY: WAREHOUSE ORDER (2021.5)**

The Warehouse Catalog is posted on the Purchasing Website.

(Use CAPITAL LETTERS and TAB to maneuver through screens)



## SWITCH FORM will have a drop down box, Select CUSDWHSE and hit OK

Pioje	ect accounts appried		
Choose a Form	×		
Choose an option			
O CUSD			
CUSD REQ			
O CUSDWHSE			
O MREQ		i	
O NONE			
Cancel OK			
I) Select Add			
X Q Image: Add Image:	Print Display PDF Save	ReadyForms ReadyForms Delivery Definitions	Email Schedule

2) Your Site/Dept Code will pre-populate, then TAB. Please note if you are enter a Warehouse Order for Summer School you will need to change the Site/Dept Code to **505 for Elementary SS or 520 for Secondary SS**.

	Main				
	Dept/Loc *		650 ···· 31-35 PURCHASING	Sta	itus
	Fiscal year *		2023 O Current Next	Ent	ered *
	Requisition number *		212189	Cor	nvert to
	General commodity		WHSE wAREHOUSE ORDER	PO	expiration
	General description		WAREHOUSE ORDER	Red	ceive by
3)	Your Req # will pre	e-po	oulate. 4) Type in General Commodity Code <b>WHSE</b> .		

10/14/22

## 5) Vendor ID is always 68000.

6) Ship to is your Site/Dept Code.

Close Accept Cano	pel						
Requisition Entry [TEST D	ATABASE Jul 17 :	2022] > 🖍					
Main					$\backslash$	<b>`</b>	
Dept/Loc *	650	··· 31-35 PURCHASIN	G		Status	2 Created	
Fiscal year *	2023	O Current 🔘 Next			Entered *	08(31/2022	By TracyOgle
Requisition number *		212189			Convert to	Purchase Order	
General commodity	WHSE	•••	WAREHOUSE ORDER		PO expiration		
General description	WAREHOUSE C	RDER			Receive by	💿 Quantity 🔘 Amou	nt
						Three way match requi	red
						Inspection required	Ву
						Project accounts appli	ed
Vendor						Shipping and Billing	
Vendor	6800	00 ··· 📄 📃 o	ommitted			Ship to *	650
Name	WAREHOUSE	STOCK ORDER				Address	CUSD PURCHASING
PO mailing	0 …						1450 HERNDON AVENUE
Delivery method	Print	Fax	E-Mail				
							CLOVIS
Remit	0 …					Email	×79482
						Defense	
Address	WAREHOUSE	STOCK ORDER				Reference	PURCHASING/GOSS/OGLE
7) Entervour p	hono ovte	ansion	8) Enter your si	ita narsona		are ordering fo	or and your name
, Linter your p			oj Linter your si	ite, persons	s name you		n and your name.

9) Accept

10) You are now at the Line Item Screen and ready to enter your items. Change to needed quantity.

e Accept	Image: Search Image: Delete Image: Big: Delete   Cancel Search Delete browse_pl.gl.budget.groupings		
Requisition Entry [TE	EST DATABASE Jul 17 2022] > Line Items >		
Requisition			
Fiscal year	2023 Number 212189 Line 1		
Contract			
Detail			
Quantity *	5.00	Unit price 30.98260	
Inventory item	1540154	UOM * CS ····	
Location	680		
Туре	Pick ticket Putchase	Gross 154.91	
		Freight .00	
Product ID		Discount .00 %	
		Taxable 0.00 📾	
		Sales tax 0.00 Modify tax groups	
Description *	PAPER BOND WHITE 8 5x11 20# LONG GRAIN 92 BRIGHTNESS 500	Credit .00	
	SHEETS PER REAM 10 REAMS PER CASE ,***1540154	T91AL 154.91	
	🖿 Add'l Desc/Notes	Amount justification: UNKNOWN	
Seq PA Type	Project Account T Account	Description	Amount
01 -	Expense V 430008-650-0000-0650-	7530-0000-0-6000101 ···· SUP NON-CL UNRESTRICT PURCHAS	154.91

11) Enter Inventory Item # and TAB, the Description and Price information will pre-populate.

12) Enter your GL Account. 13) Accept



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Close Search Bro	se Add Update Delete Output Print Dt <del>splay</del> PDF Save ReadyForms Ready D	Forms Delivery Email efinitions	Schedule Attach Switch Form Line Items Release Act
Requisition Entry [TEST D	ATABASE Jul 17 2022]		
Main			
Dept/Loc *	650 ··· 31-35 PURCHASING	Status	4 Allocated
Fiscal year *	2023 Ourrent ONext	Entered *	08/31/2022 By TracyOgle
Requisition number *	212189	Convert to	Purchase Order 👻
General commodity	WHSE WAREHOUSE ORDER	PO expiration	06/30/2023
General description	WAREHOUSE ORDER	Receive by	Quantity
			Three way match required

18) Select YES to continue with Release of Req



19) Select YES
Inspection required Ry
🗴 Munis
Warning!
No Workflow Business Rule approval conditions were met.
No pending actions were created for this requisition.
Continuing with 'Release' will 'Approve' the requisition.
Yes No

## 20) The req status should now be 0 Converted and ready for the Warehouse to process your order.

Requisition Entry [TEST D	ATABASE Jul 17 2022]		
Main			
Dept/Loc *	650 ··· 31-35 PURCHASING	Status	0 Converted
Fiscal year *	2023 Current Next	Entered *	08/31/2022 🗟 By TracyOgle
Requisition number *	212189	Convert to	Purchase Order
General commodity	WHSE WAREHOUSE ORDER	PO expiration	06/30/2023
General description	WAREHOUSE ORDER	Receive by	Quantity Amount