Smartetools

On-Line Warehouse Requisitions Manual
Smartefinance

User's Guide
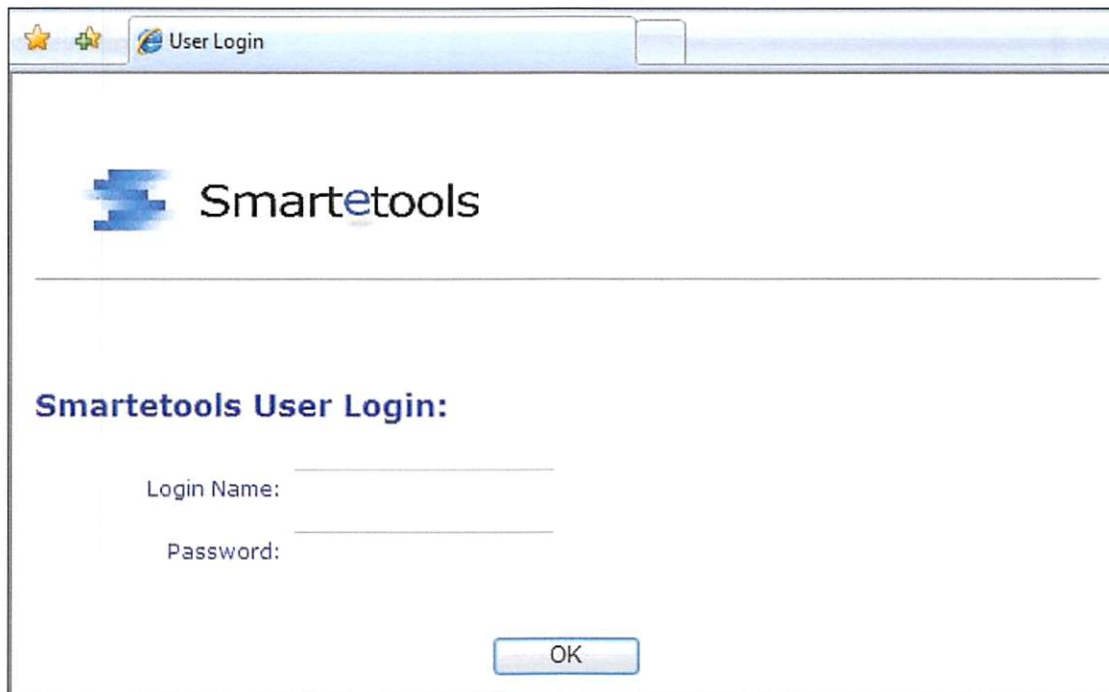
Table of Contents

Login

To login to Smartetools, set your web browser to the address designated by your district network administrator.

The address for your district is: _____.

The Smartetools login page will appear.

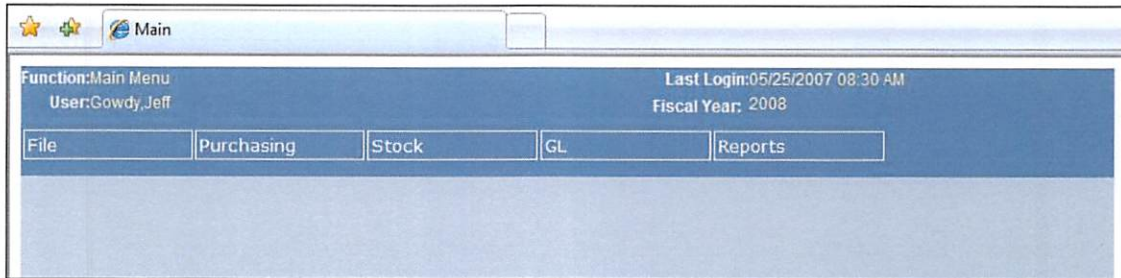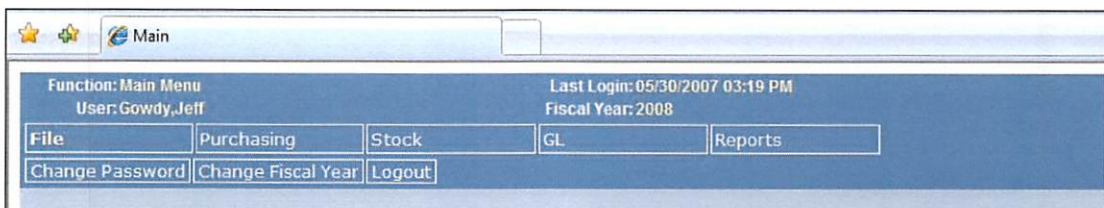Enter your username and password. The password is case sensitive which requires that you enter the password using the correct lower and upper case characters. Once you successfully login you will be presented with the Main Menu.

My Login Name is: _____

The Main Menu displays the functional areas for which you are authorized. The menu bar below shows Purchasing, Stock, GL, and Reports. To access the items within each of these areas, click on the desired area.

☆ ✦	🜂 Main				
Function:Main Menu			Last Login:05/25/2007 08:30 AM		
User:Gowdy,Jeff			Fiscal Year: 2008		
File	Purchasing	Stock	GL	Reports	

The File menu allows you to change your password and logout of Smartetools.

☆ ✦	🜂 Main				
Function: Main Menu			Last Login: 05/30/2007 03:19 PM		
User: Gowdy,Jeff			Fiscal Year:2008		
File	Purchasing	Stock	GL	Reports	
Change Password	Change Fiscal Year	Logout			

The Stock menu will display the following information.

☆ ✦	🜂 Stock Requisition Listing				
Function: Stock Requisition Listing			Last Login: 05/31/2007 11:36 AM		
User: Gowdy,Jeff			Fiscal Year: 2008		
File	Purchasing	Stock	GL	Reports	
Stock Req Listing	Stock Req				

New Requisitions **Awaiting Processing** **Completed** (2 Requisitions)

	Req Number	Date Created	Current Step	Requested By	Requested For	Total Amount
Select	W00002	05/31/2007	New Stock Req	Jeff	Karen	$60.34
Select	W00001	05/31/2007	New Stock Req	Ray	Mary	$5,377.60

Three tabs will be displayed. The first tab, **New Requisitions**, will list the warehouse requisitions that you have entered but have not yet routed. The second tab, **Awaiting Processing**, 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. The third tab, **Completed**, will list all of your warehouse requisitions that have been processed within the fiscal year. To work with a requisition, click the **Select** button next to the requisition 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 Requisition

To create a new warehouse requisition, click on the **New** button. This will present a blank requisition page. Begin by entering the "Requested By" and "Requested For" information. Select the Deliver Site by using the drop down selection box. 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 box.

The required information to save a requisition is "Requested By", "Requested For", 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 manually distribute the cost of the requisition among the accounts, uncheck the Auto Distribute by Percent check box.   Auto Distribute by Percent: ☑   You will then have to enter the amount to be   allocated to each account making sure that the sum of the account amounts is equal to the total cost of the requisition.

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.

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.

Search By:

Account Number: (3) (5) (1) (5) (5) (4) (3) (4)
010 - 00000 - 0 - - 77000 - 43 - -

Pseudo:

Account Name:

[Search] [Close] [Reset]

5 accounts found.

	Pseudo	Account Number	Budget	Balance	PreBalance	
Select	430724	010-00000-0-00000-77000-4320-000-7100	0.00	0.00	0.00	Xactions
Select	430850	010-00000-0-00000-77000-4340-000-7100	0.00	0.00	0.00	Xactions
Select	430922	010-00000-0-00000-77000-4350-000-7100	0.00	0.00	0.00	Xactions
Select	431061	010-00000-0-00000-77000-4390-000-7100	0.00	0.00	0.00	Xactions
Select	431062	010-00000-0-00000-77000-4390-000-7101	0.00	0.00	0.00	Xactions

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

If you don't 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 or underscores as a wild card character 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 portion of the account has the first two digits entered.

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

The last section of the requisition page is used to enter the items requested.

			Stock Items						
Line #	Item Number		Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete
1	04-29370		BAR CODE LABEL PROTECTORS 1-1/4" X 3" 500/PKG DD16-1152	PKG	1	0	20.51	20.51	☐
2			Stock Search Button		0	0	0.00	0.00	☐
3					0	0	0.00	0.00	☐
4					0	0	0.00	0.00	☐
5					0	0	0.00	0.00	☐

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 box. You can then click the **ReCalculate** 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 box in the first blank line item. This will activate the Stock Search page. You can enter any combination of search criteria.

Search By:

Stock Number:	
Stock Name:	book jacket
Stock Description:	
Category:	- None -
Warehouse:	Central Warehouse

Search   Close   Reset

4 Stock items found.

Select	Stock #	Stock Name	Description	Unit Issue	Unit Cost	Qty On Hand
Select	04-29450	BOOK JACKET CVRS, SPLIT BKPOLY 9X17-1/2 50/PKG.	BOOK JACKET CVRS. SI PKG		252.71	35
Select	04-29460	BOOK JACKET CVRS SPLIT BK POLY 10 X 20-1/2 50/PKG	BOOK JACKET CVRS SF PKG		9.98	10
Select	04-29470	BOOK JACKET CVRS SPLIT BACK 12-1/2 X 23-1/2	BOOK JACKET CVRS SF PKG		11.82	35
Select	04-29480	BOOK JACKET CVRS SPLIT BACK 14-1/2 X 28 50/PKG.	BOOK JACKET CVRS SF PKG		729.86	43

Done   Internet | Protected Mode: On   100%

Click the **Search** button and a list of warehouse stock items will be listed that match your search criteria. In the example above, "book jacket" was entered into the Stock Name. The search results returned 4 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 box. You can continue ordering as many items as needed. If you need more blank line items, save your requisition, 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 at the bottom of the requisition. These are general comments that will display with the requisition.

Comments: Please deliver to the annex office. Total: 60.34

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 the creation (or edit) of a requisition by clicking the **Cancel** button.

Possible errors with the 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 will have to 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 requisition, use the Requisition Search function to find the requisition you wish to edit. To activate the search function, click the **Search** button on the menu. 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.

Search By:

Requisition Status:	All			
Requisition Number:				
Stock Number:				
Stock Description:				
Requisition Step:	- None -			
Requisition Creation Date From:		To:		

Search   Close   Reset

2 stock requisitions found.

	Req Number	Date Entered	Date Needed	Requested By	Current Step	Total Amount
Select	W00002	05/31/2007	06/01/2007	Jeff	New Stock Req	$60.34
Select	W00001	05/31/2007	05/31/2007	Ray	New Stock Req	$5,377.60

Done   Internet | Protected Mode: On   100%

To select a requisition, click on the **Select** button next to the desired requisition. This will close the search page and display the requisition. 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. This shows where the requisition is currently located in the approval process. This requisition shows "Information Technology Director".

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, usually the Warehouse.

To route a requisition, click the **Route** button. A page will open displaying the list of possible locations/steps to which the requisition can be routed. This list is dependent on the current location/step of the document and is setup for your organization.

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

Available Routes

Action	Route Name	Restricted	Description
Route	Return to Originator	No	Return to Originator for Correction
Route	Send to Accounting	Yes	Send to Accounting Department for Review
Route	Send to Categorical Programs	Yes	Send to Categorical Programs Director for Approval
Route	Send to IMC for Approval	Yes	Send to Director of Curriculum and Instructional Materials for Approval
Route	Send to Staff Development	Yes	Send to Director of Staff Development and Assessment for Approval
Route	Send to Student Support Svcs	Yes	Send to Student Support Services Director for Approval

The selected route 'Send to Accounting' cannot be taken due to the following Restriction:

Message #	
1	The document account amount of $433.00 for 010-30100-0-11100-10000-4310-401-0000 is greater than the restriction amount of $0.01.

Close

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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.

Function: Stock Requisition			Last Login: 05/31/2007 11:50 AM		
User: Yeh, Karen			Fiscal Year: 2008		
File	Purchasing	Stock	GL	Reports	
Stock Req Listing	Stock Req				

New   Edit   Save   Cancel   Search   Route   History   Xactions   Notes   Print

Message #	The processing of the Stock Requisition has been halted due to one or more accounts being over budget. Please review the account message(s) below and press OK to continue with the transaction, or press Cancel to terminate the request.
1	Account (440229) 010-00000-0-00000-21100-4400-000-7030 is Over Pre-Balance by -5755.20;

OK   Cancel

Requisition #: W00001   Go   Status: Open   Current Step: Information Technology Director

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.

[10]

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.

Routing History

Document Number: W00002

Close

Route Name	From/Step Location	To/Step Location	Pre-Encu	User	Date/Time Sent
		New Stock Req	No	Gowdy,Jeff	Thursday, May 31, 2007 11:07 AM
Send to Information Technology Director	New Stock Req	Information Technology Director	No	Gowdy,Jeff	Thursday, May 31, 2007 11:43 AM
Send to Accounting	Information Technology Director	Accounting Department	Yes	Yeh,Karen	Thursday, May 31, 2007 11:53 AM
Send to Warehouse	Accounting Department	Warehouse	Yes	Nelson,Sandra	Thursday, May 31, 2007 11:53 AM

Close

An example 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.

Account Transaction History

Requisition Number: W00002

Close

Journal Number	PO Number	Post Date	Account Number	Description	Debit Amount	Credit Amount
PE1		05/31/2007	010-00000-0-00000-77000-4340-000-7100	PreEncumbrance due to Inventory Requisition: W00002 being updated or routed.	$60.34	$0.00

Close

View and Create Notes

It is possible to create and view notes for a warehouse requisition. The **Notes** button located on the Menu bar is used to access the notes pages. Click on this button to display the notes page. Just below the Menu bar is a comment line with information on how many notes have been created for the requisition. This is also a link. You can click on this message to also display the notes page.

The Notes page is displayed below. Click the **New Note** button to display the note entry page. Enter your note and click the **Save** button.

Requisition Notes
Requisition Number: W00002

	Note	Date	Created By
Save Cance	Please call me at ext. 123 if there is any questions. Thanks.		

New Note   Close

Close

Internet | Protected Mode: On   100%

The saved notes will always be displayed when the notes page is accessed from the requisition.

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 a page with the requisition formatted for printing. You can use your browsers print function or the report viewer print function to print this report on your printer.