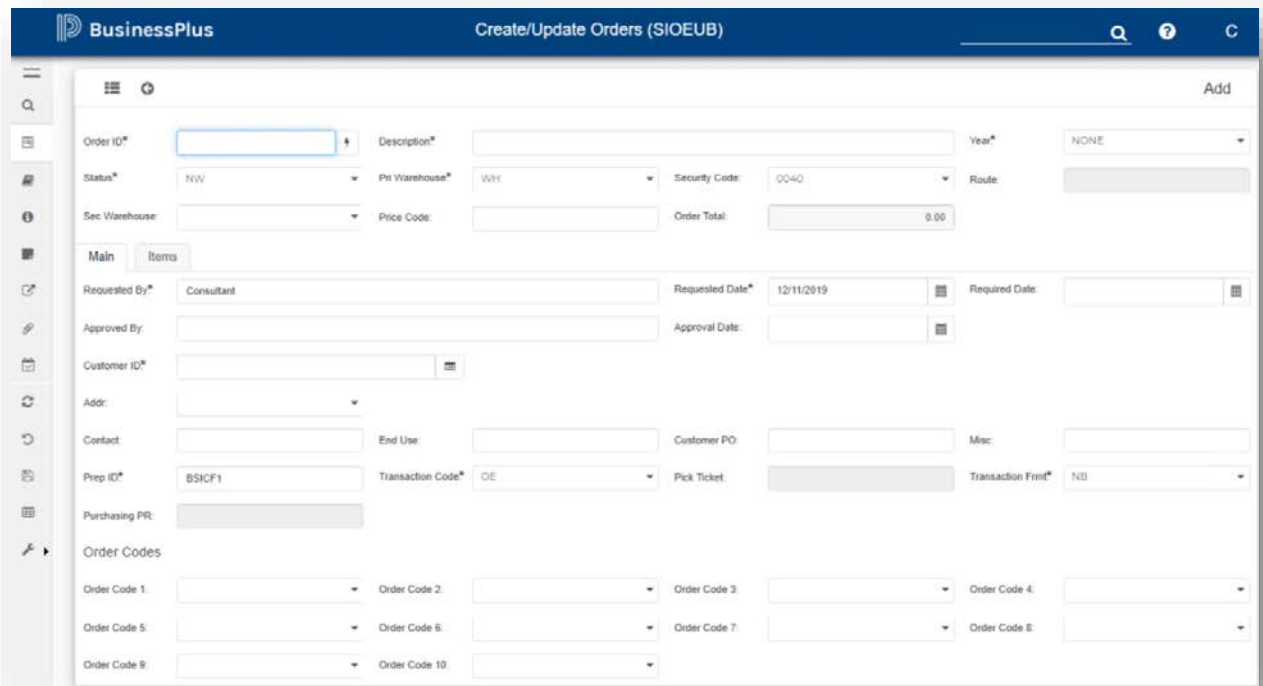# Training Guide Stores Inventory

SIOEUB Create/Update Orders
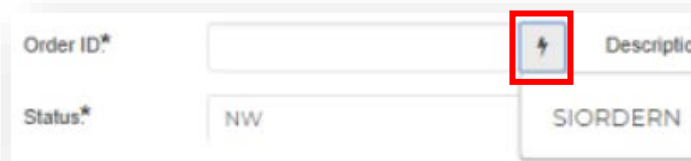
Create Warehouse Order - *SIOEUB*

1. Open the Create/Update Order *(SIOEUB)* screen. Click the plus sign to go into Add mode. It will be necessary to complete the Parent record and the Main tab before pressing Enter to access the Items tab.
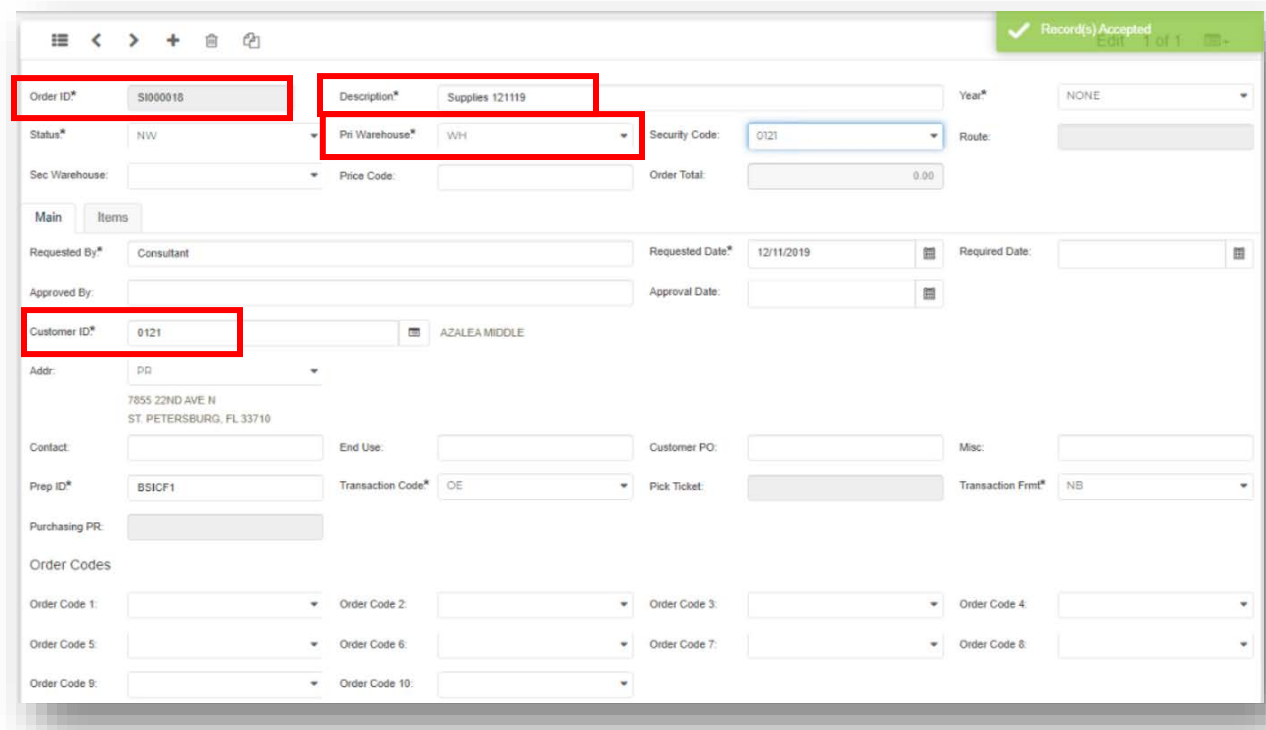

Required Fields:
- **Order ID:** Click Lightning bolt to access Auto Seed for Order Number, then click **SIORDERN** to assign the next *Order ID* number.

- **Description:** Enter a general description for the entire order.
- *Year: Will default to NONE or Current Year if Routes are defined.*
- *Status: Will default to NW for New Order.*
- **Primary Warehouse:** Select the warehouse to order from. *It is possible to default this value.*
- *Sec Cd: Will default to User's default Security Code.*
- **Requested By:** *Will default user's name.*
- *Requested Date: Will default to current date.*
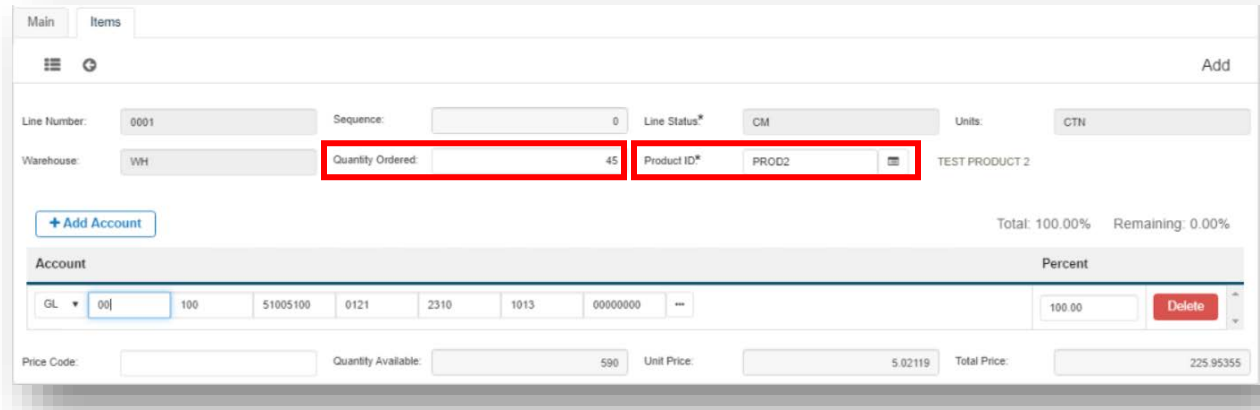- **Customer ID:** Enter PE ID for school or department. *This can be set to default based on user login.*

Press Enter to save the record when all the required fields are populated.

Click on the *Items* tab and enter quantity and Product ID for the items to be ordered.

> ➤ *The system will populate the Unit of Measure, Quantity Available, Unit Price and Total Price for the item once the user tabs out of the Product ID field*.

Required Fields:
- **Quantity Ordered:** Enter the quantity for the item being ordered.
- **Product ID:** Enter the Product ID for the item being ordered. Click the Lookup icon to access the Prod ID Lookup screen if the number is not known.

- **Account:** Enter the account to be expensed for the item.
    - o Use the ellipses button to access a Lookup if the account is not known.
    - o The **Add Account** button can be used to get another line if it is necessary to split the expense between two or more GL accounts.
        - ➢ *Splits can only be done by Percent.*

When all required fields are entered, press enter to save the record. Make sure you get the *Record Accepted* message.
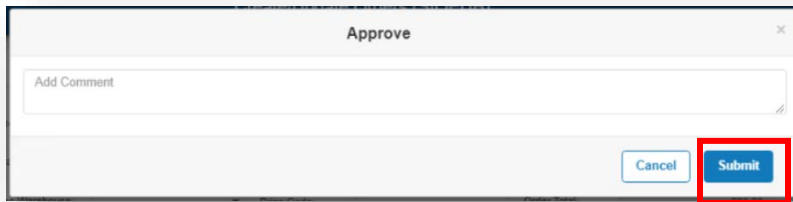
Warehouse Approvals

2. Approvals can be done from the *SIOEUB* screen or the *Task List*. The Order must be fully approved before the warehouse staff can fill the order.
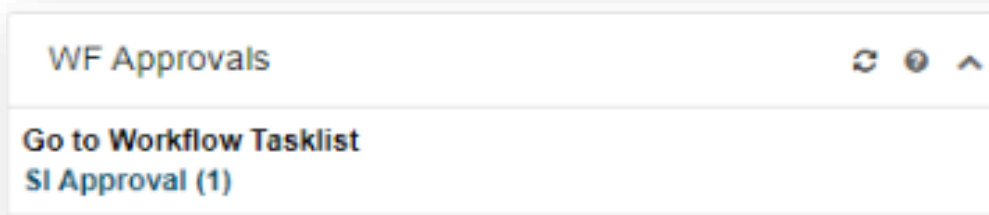
Screen approval – Click the *Pending Task List* icon on the sidebar to open the *Approvals* panel. Click the green **Approve** button.
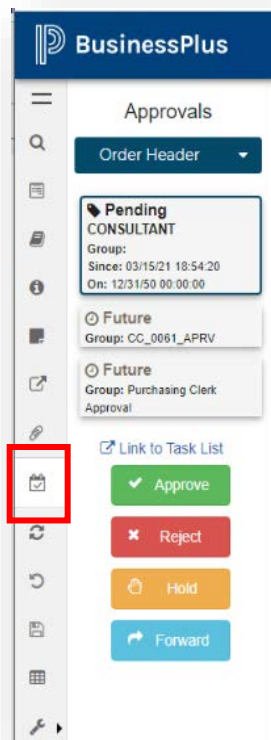
Click the **Submit** button on the pop-up.

Task List approval – Click the **SI Approval** link on the *WF Approvals* Component on the Dashboard to access the *Task List*.

Select the record to approve by clicking the slider button for **Select to process task**, then click the green **Approve** button. It is possible to select all records by clicking the slider button for **Select and process all tasks.**
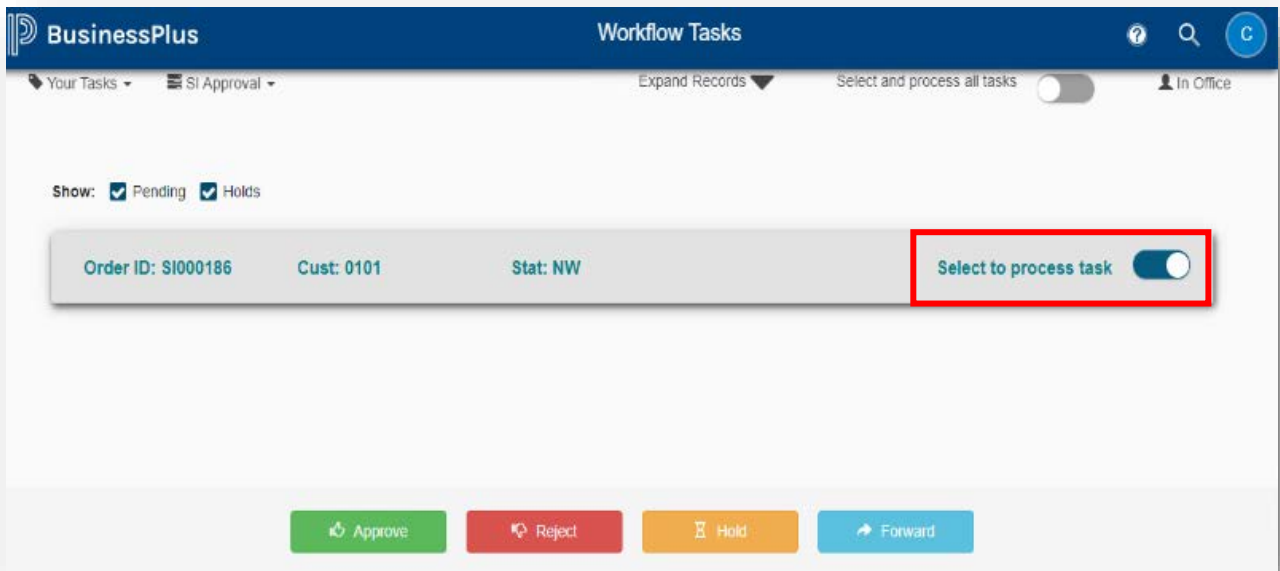
Click **Submit** on the Approve pop-up.

Reports

1244—Order Entry Information — enter an order # and it will pull up that warehouse order.

1249—Open SI Status Report will show you who the next approver is on an order for your location.

1245—Alphabetic Stock Catalog-An alphabetical listing of the products stocked in the Warehouse.

1245—Alphabetic Stock Catalog-An alphabetical listing of the products stocked in the Warehouse. You can also look up individual products by putting in the Product ID or Description.

Returns to Stock

Warehouse products can be returned only during the school year they are purchased. Fill out a Return to Stock for Credit form and e-mail to Chris Olsen. After the Warehouse has picked up the item(s) a credit will be issued in B+ and an e-mail sent out notifying you that the credit has been processed.