

## **STORES REQUISITION**

Stores Requisitions must be entered direct into the computer system.

Complete the Stores Requisition per the instructions included in this handbook. Call Diana at x5032 if you have any problems entering data.

**REQUISITION NUMBER:** DO NOT ENTER A REQUISITION NUMBER. The FIS system automatically assigns one.

**REQUESTED BY:** Site location or department name and last name of person requesting order (please use CAPS).

**STOCK NUMBER:** Be sure to use correct stock number. Refer to the Stores Catalog.

**QUANTITY:** Verify that the quantity issued is the same as the unit of measure as shown in the Stores Catalog.

**BACK-ORDERS:** Items not in stock will be automatically back-ordered and shipped to you as soon as possible. All back-orders not delivered by the end of the school year will be canceled to accommodate the end of year inventory.

**DO NOT CALL THE DISTRICT WAREHOUSE REGARDING YOUR ORDERS.**

### **TO RETURN AN ITEM FOR CREDIT:**

Make a copy of your packing slip highlighting the item and quantity being returned. Send the form and items to the District Warehouse. The District Warehouse will verify the items returned and forward the credit request to the Purchasing Department for processing.

**RETURNS MUST BE IN ORIGINAL PACKAGING AND NOT BE MORE THAN 30 DAYS PAST DATE OF RECEIPT AT YOUR LOCATION.**

**WE CANNOT ACCEPT RETURNS AFTER INVENTORY HAS BEEN COMPLETED AND/OR ITEMS ORDERED IN PRIOR YEARS.**

# FIS SYSTEM INSTRUCTIONS

## STORES REQUISITION

Double click on the SDCOE folder on your desktop



Click on "Step 1"  
Click on "Connect"  
Enter VPN number TK37...  
(enter twice)

Type in District Number "063"  
Type in User ID \_\_\_\_\_  
Type in Password \_\_\_\_\_

.....

Click on the "Stores Inventory" tab on top of your screen  
Scroll down left side of screen and click on "REQUPT" (This opens your requisition screen)

**DO NOT ENTER REQUISITION NUMBER – SYSTEM ASSIGNS**

Put cursor in "Requested by" - PLEASE ALWAYS USE CAPS WHEN ENTERING DATA.

Enter initials of site (BV, AOE, CHS) and last name of person you are ordering for. Tab to "Need by" and enter date items are needed.

Tab to "Ship to" and enter your location number (site number)

Click on "Function" (Top right of screen). Click on "Add" and hit transmit. This will take you to the next screen "Item Entry". It will also give you the requisition number at the top left of screen. Write this down!

Enter quantity and Stock Number. Quantity must be unit of measure no ½ quantities allowed.

Click on "Function" (Top right of screen). Click on "Add" and hit transmit. You will come up with a blank screen to enter more items.

Check items to make sure they are entered correctly. Click on "Function" "Show" and hit transmit. This will show you the items you have entered. If you find an error, make changes as follows:

Click on "Function", "Change". Change quantity or stock number and hit transmit.

Click on "Budget Entry" – Click "Function", "Add", and hit transmit. This will take you to the budgeting screen.

Key in dollar amount – no \$ sign – tab to account code and enter code. You can split the dollar amount by account number.

Click "Function" "Add" and hit transmit.

Click "Function" "Verify" and hit transmit.

Click "Function" "Route" and hit transmit.

That's it! You have successfully completed your requisition.

To view your requisition and/or print a copy click on "REQVIEW" on the left of your screen. Put in the requisition number and hit transmit. Your requisition will appear. You may print a copy by clicking on "File" "Print". **DO NOT CLICK ON PRINT IN THE FUNCTION BOX!!!**

Financial Information

Stores Inventory

Purchase Order

All Systems

Transm

- ADJLST
- ADJMST
- BCKORD
- CATMST
- CNVMST
- DEPLST
- DEPUPD
- DISOPT
- DNLOAD
- INFO
- ISSITM
- ISSUPD
- LOCLST
- LOCUPD
- LOGOFF
- LOGON
- MSSADJ
- ORDLST
- PDFLST
- PRQACT
- RCVLST
- RCVUPD
- REQHST
- REQLST
- REQUPD
- REQVEW
- RTELST
- RTEUPD
- SIGLST
- STKADJ
- STKCAT
- STKCNT
- STKCRD
- STKHST
- STKINV
- STKLST
- STKORD
- STKVAL
- STNOTE
- TRANS

[REQUPD] District 63 Stores Requisition Update Function SHOW

Date 09/21/04 Time 2:46 PM STATUS:Issued JRNL#:SR003249 WHSE 001

Req. Nbr.  Route Group

Initial  Catalog  Item Entry  Budget Entry

**Message :Requisition Shown**

Requested By:

Needed By:

Ship To:  VALLEY MIDDLE SCHOOL

Special

Instructions:

Reason:

Enter Budget





[REQHST] District 63

Stores Requisition History

Function

09/21/04 11:53 AM

Show Type

Whse

Ship Loc

Category

All  Incomplete

From Req #

Backorder  Reject

Stock #

Fiscal Yr

At Warehouse  Issued

Account #

| Fund                 | -Sub                 | Resrce               | Goal                 | Func                 | Objt                 | -Sub                 | Sch                  | Loc                  | PjYr                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Message: Hit XMIT To Continue

| Req #        | Stock #      | Ship Loc | Add Date | Issue Date | Reject Date | Price  | Ord Qty | Iss Qty | Bck Qty | St |
|--------------|--------------|----------|----------|------------|-------------|--------|---------|---------|---------|----|
| <u>40004</u> | <u>23390</u> | 801      | 07/07/04 | 07/08/04   |             | 23.486 | 1       | 1       |         | 0U |
|              | <u>23404</u> | 801      | 07/07/04 | 07/08/04   |             | 18.197 | 3       | 3       |         | 0U |
| <u>40005</u> | <u>12194</u> | 721      | 07/07/04 | 07/08/04   |             | 26.800 | 6       | 6       |         | 0U |
|              | <u>12440</u> | 721      | 07/07/04 | 07/08/04   |             | 1.797  | 40      | 40      |         | 0U |
|              | <u>23192</u> | 721      | 07/07/04 | 07/08/04   |             | 11.523 | 1       | 1       |         | 0U |
|              | <u>23382</u> | 721      | 07/07/04 | 07/08/04   |             | 15.090 | 1       | 1       |         | 0U |
|              | <u>90501</u> | 721      | 07/07/04 | 07/08/04   |             | .000   | 24      | 24      |         | 0U |
|              | <u>90505</u> | 721      | 07/07/04 | 07/08/04   |             | .000   | 24      | 24      |         | 0U |
| <u>40006</u> | <u>12440</u> | 501      | 07/08/04 | 07/08/04   |             | 1.797  | 100     | 100     |         | 0U |

[REQVIEW] DISTRICT 63

STORES REQUISITION VIEW

Function

Requisition

Return To ReqLst

REQUPD

WHSE

Rejection Reason:

Show:  IN-TRANSIT  Incomplete  Rejected  All Statuses

For User ID  Or for Location

Requisition Status: Issued

Needed By: 7-15-04

Rte Group:

Message: XMIT to Continue Listing Items

| Originator                   | Requested By    | Arrived                                |           |     |            |           |
|------------------------------|-----------------|----------------------------------------|-----------|-----|------------|-----------|
| DJENNINGS                    | D.O./BUS.SERV/J |                                        |           |     |            |           |
| Sub Total                    | Sales Tax       | Handling                               | Req.Total |     |            |           |
| 259.293                      | 20.09           | 0.00                                   | 279.390   |     |            |           |
| Stock #                      | Unit            | Description                            | Qty       | B/O | Unit Price | Ext.Price |
| 12194                        | BOX             | ENVELOPES, #10 WINDO                   | 6         | 0   | 26.800     | 160.800   |
| 12440                        | RM              | PAPER, COPY 8-1/2X11                   | 40        | 0   | 1.797      | 71.880    |
| 23192                        | CS              | LINERS,TRASH CAN 40X                   | 1         | 0   | 11.523     | 11.523    |
| 23382                        | CS              | TISSUE,FACIAL,WHITE                    | 1         | 0   | 15.090     | 15.090    |
| Line                         | Fy              | Budget Account                         |           |     |            | Amount    |
| 001                          | 04-05           | 03-00-0000-0000-7300-4300-010-721-700- |           |     |            | 279.390   |
| <b>Special Instructions:</b> |                 |                                        |           |     |            |           |
| FOR PAYROLL AND ACCOUNTING   |                 |                                        |           |     |            |           |