

# Warehouse Requisitions Tied to GL

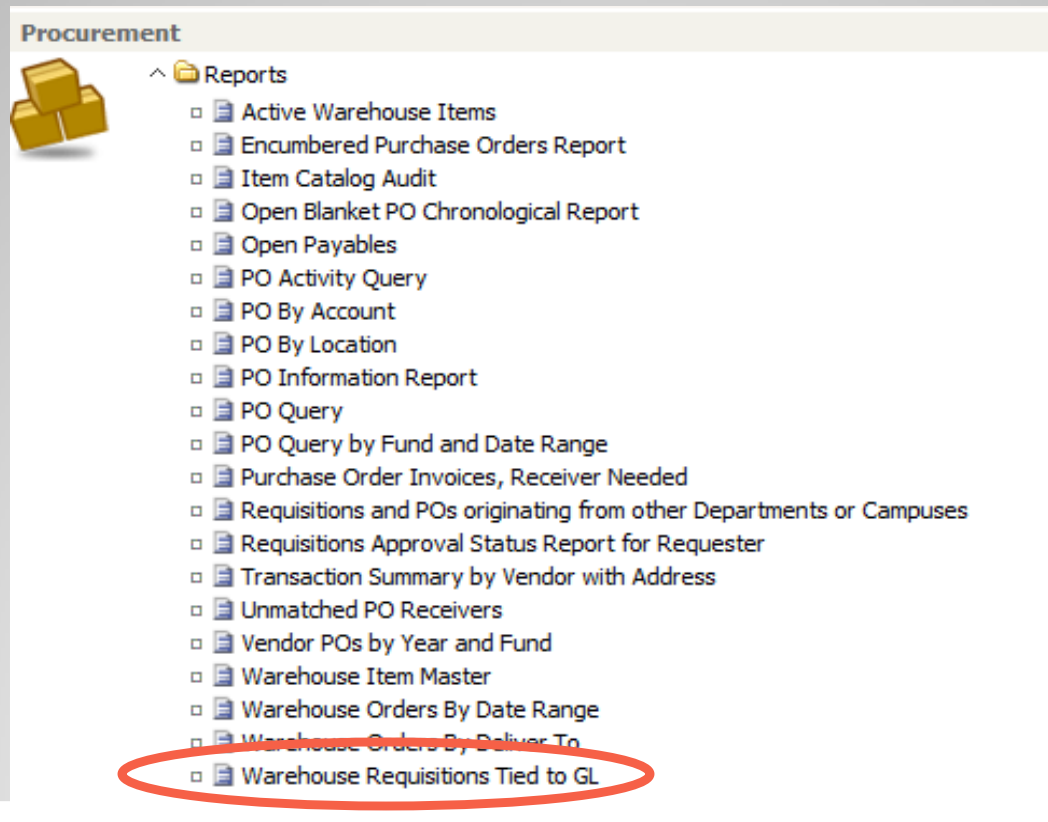
## *Benefits of report:*

- View warehouse orders for a specific period
- View detail by line item
- View detail by account distribution
- Will provide the status of the Requisition
- Will show change in price, if applicable

# Warehouse Requisition Tied to GL

On Dashboard, click the Schools/Departments tab.

In the box labeled Procurement, click Warehouse Requisition Tied to GL.



The screenshot shows a software interface with a 'Procurement' header and a 'Reports' sub-menu. The 'Reports' menu is expanded, showing a list of report options. The option 'Warehouse Requisitions Tied to GL' is circled in red.

**Procurement**

- Reports
  - Active Warehouse Items
  - Encumbered Purchase Orders Report
  - Item Catalog Audit
  - Open Blanket PO Chronological Report
  - Open Payables
  - PO Activity Query
  - PO By Account
  - PO By Location
  - PO Information Report
  - PO Query
  - PO Query by Fund and Date Range
  - Purchase Order Invoices, Receiver Needed
  - Requisitions and POs originating from other Departments or Campuses
  - Requisitions Approval Status Report for Requester
  - Transaction Summary by Vendor with Address
  - Unmatched PO Receivers
  - Vendor POs by Year and Fund
  - Warehouse Item Master
  - Warehouse Orders By Date Range
  - Warehouse Orders By Deliver To
  - Warehouse Requisitions Tied to GL**

# Warehouse Requisition Tied to GL, cont'd

A dialog box will appear, enter location, beginning date, and end date. The status can be left as 'ALL' and click OK.

*Helpful Tip:* Use the calendar icon to enter dates to assure they are in the correct format.

Requisitions Sent To Warehouse - Lawson Report Viewer - Windows Internet Explorer

Enter prompt values.


Please enter Requesting Location Requester

...

Create\_Begin\_Date Create\_Begin\_Date

Please enter Date in format "mm/dd/yyyy".

...

Enter a Value: 

Create\_End\_Date Create\_End\_Date

Please enter Date in format "mm/dd/yyyy".

...

Status Status


\*\*\*ALL\*\*\* - Any Status

OK

# Warehouse Requisition Tied to GL, cont'd

A list of requisitions and associated information will appear.

To see more detail, click on "Line Info" or "Dist Info".

|  |     | Requisitions Sent to Warehouse |                          |            |                 | 01/07/2013          |           |          |        |                           |                         |
|---|-----|--------------------------------|--------------------------|------------|-----------------|---------------------|-----------|----------|--------|---------------------------|-------------------------|
| Req #   | Loc | Created On                     | Deliver To               | # of Lines | Req \$ Total    | Total GL \$ Charged | Status    | Approved | Closed |                           |                         |
| <b>013 - Principal,PASADENA MEMORIAL HS</b>                                       |     |                                |                          |            |                 |                     |           |          |        |                           |                         |
| 112807  | 013 | 11/14/2012                     | ORPHA VALDEZ/COPY ROOM   | 9          | 1,679.58        | 1,679.58            | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 112862  | 013 | 11/15/2012                     | ORPHA VALDEZ/COPY ROOM   | 9          | 35.86           | 35.86               | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 113230  | 013 | 11/28/2012                     | ANDREA CANALITO ROOM 543 | 4          | 577.43          | 577.43              | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 113240  | 013 | 11/28/2012                     | FREDY JAIME              | 14         | 6,151.26        | 6,151.26            | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 113735  | 013 | 12/10/2012                     | ORPAH VALDEZ/COPY ROOM   | 1          | 733.20          | 733.20              | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 114109  | 013 | 12/18/2012                     | JUDY WELLS ROOM 148      | 12         | 286.73          | 282.58              | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| 114119  | 013 | 12/18/2012                     | JUDY WELLS ROOM 148      | 1          | 4.85            | 4.85                | Processed | YES      | YES    | <a href="#">Line Info</a> | <a href="#">Dist In</a> |
| <b>Totals for: 11/01/2012 - 01/07/2013</b>  |     |                                |                          |            | <b>9,468.91</b> | <b>9,464.76</b>     |           |          |        |                           |                         |

# Warehouse Requisition Tied to GL, cont'd

Click "Line Info" and the report will show the detail about each line on the requisition.



## Requisition Lines

Req #  
112807

01/07/2013

| Line # | ITEM      | DESCRIPTION                   | Qty   | Unit \$ | Extension       | \$ Charged to GL | Type | Status    | Closed |
|--------|-----------|-------------------------------|-------|---------|-----------------|------------------|------|-----------|--------|
| 1      | 9-160800  | PAPER, BRT BLUE ROLL CONSTR.  | 1.00  | 41.07   | 41.07           | 41.07            | I    | Processed | YES    |
| 2      | 9-161400  | PAPER, BLACK ROLL CONSTR.     | 1.00  | 36.35   | 36.35           | 36.35            | I    | Processed | YES    |
| 3      | 9-161900  | PAPER, PINK ROLL CONSTR.      | 1.00  | 38.74   | 38.74           | 38.74            | I    | Processed | YES    |
| 4      | 9-162500  | PAPER, WHITE ROLL CONSTR.     | 1.00  | 23.87   | 23.87           | 23.87            | I    | Processed | YES    |
| 5      | 25-190800 | PAPER, DP, WHITE              | 20.00 | 25.26   | 505.20          | 505.20           | I    | Processed | YES    |
| 6      | 25-203400 | PAPER, DP, PUMPKIN GLOW       | 5.00  | 34.58   | 172.90          | 172.90           | I    | Processed | YES    |
| 7      | 25-198000 | PAPER, DP, BOTTLE ROCKET BLUE | 10.00 | 34.54   | 345.40          | 345.40           | I    | Processed | YES    |
| 8      | 25-205200 | PAPER, DP, POPPER-MINT GREEN  | 10.00 | 34.29   | 342.90          | 342.90           | I    | Processed | YES    |
| 9      | 25-207000 | PAPER,DP,POWDER PINK          | 5.00  | 34.63   | 173.15          | 173.15           | I    | Processed | YES    |
|        |           |                               |       |         | <b>1,679.58</b> | <b>1,679.58</b>  |      |           |        |

# Warehouse Requisition Tied to GL, cont'd

Click "Dist Info" and the report pane will show the account code charges for each line item.

| Pasadena<br>I.S.D. |  | Requisition Line Distributions |                |                          |              | Req #        | 01/07/2013       |
|--------------------|--|--------------------------------|----------------|--------------------------|--------------|--------------|------------------|
| Line #             |  | Company                        | AU             | Account                  | Sub-A<br>cct | Dist \$ Amt  | \$ Charged to GL |
| 1                  | 9-160800<br>PAPER, BRT BLUE ROLL CONSTR. | 199                            | 11.013.011.013 | 6399                     | 0            | 41.07        | 41.07            |
|                    |  |                                |                | <b>Total for Line #:</b> | <b>1</b>     | <b>41.07</b> | <b>41.07</b>     |
| 2                  | 9-161400<br>PAPER, BLACK ROLL CONSTR.    | 199                            | 11.013.011.013 | 6399                     | 0            | 36.35        | 36.35            |
|                    |  |                                |                | <b>Total for Line #:</b> | <b>2</b>     | <b>36.35</b> | <b>36.35</b>     |
| 3                  | 9-161900<br>PAPER, PINK ROLL CONSTR.     | 199                            | 11.013.011.013 | 6399                     | 0            | 38.74        | 38.74            |
|                    |  |                                |                | <b>Total for Line #:</b> | <b>3</b>     | <b>38.74</b> | <b>38.74</b>     |
| 4                  | 9-162500<br>PAPER, WHITE ROLL CONSTR.    | 199                            | 11.013.011.013 | 6399                     | 0            | 23.87        | 23.87            |
|                    |  |                                |                | <b>Total for Line #:</b> | <b>4</b>     | <b>23.87</b> | <b>23.87</b>     |