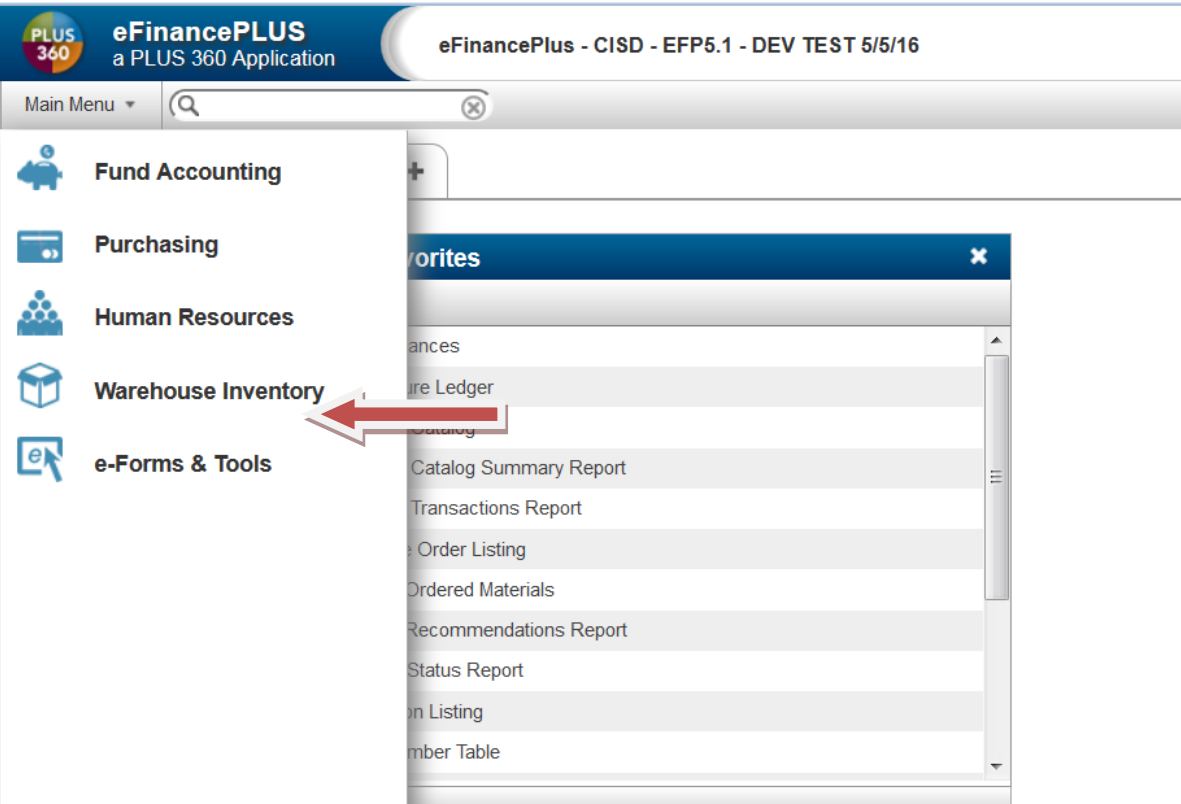
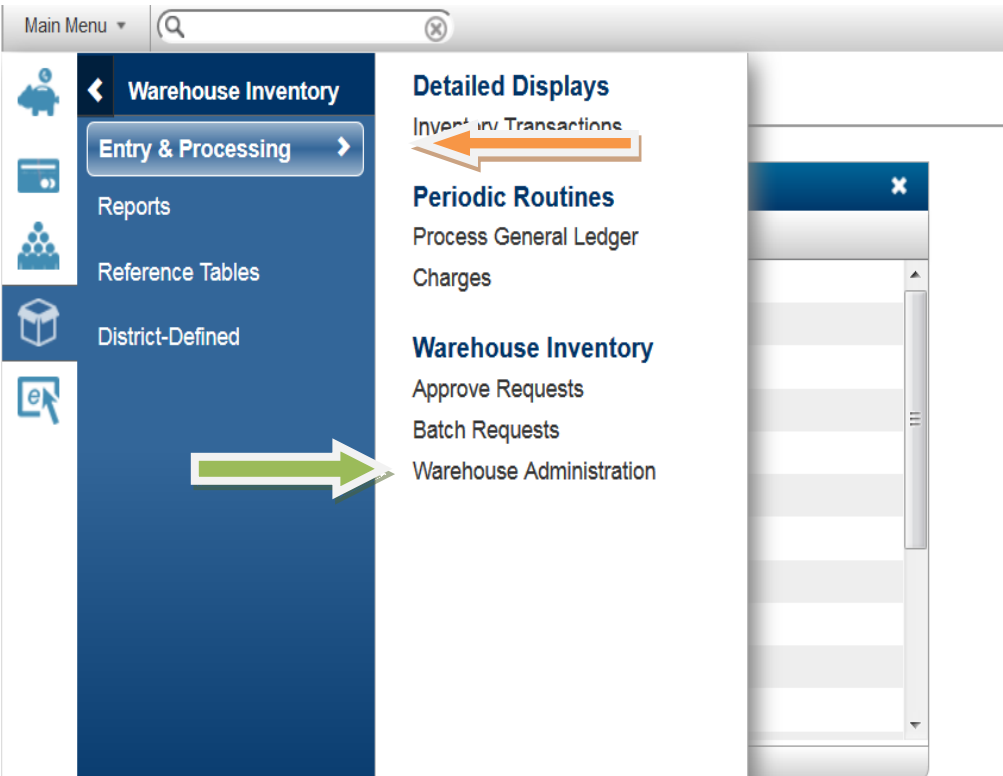


Entering Warehouse Requests




Warehouse Inventory



Entry & Processing Warehouse Administration




Date: 09/27/2016 Period: 9/16

Inventory Processing	Request Processing
<input type="button" value="Update Inventory Catalog"/> <input type="button" value="Enter Inventory Adjustments"/> <input type="button" value="Receive Stock"/>	<input type="button" value="Requests"/>  <input type="button" value="Fill Requests"/> <input type="button" value="Pick Pack List"/> <input type="button" value="Back Orders"/> <input type="button" value="Return to Stock"/>

Requests

Date: 09/27/2016 Period: 9/16



Search Criteria

Request Year
Warehouse
Date Requested
Requested By
Date Required
Ship Code
Comments

Request ...	Year	Warehouse	Date Reque...	By	Date Required	Ship Code	Comments

New (+ sign in upper left corner)

ping/gas2.50/wa/sua/41fb633bd7fa0db967d8c5ec3193fb4f/3

PLUS 360 eFinancePLUS
a PLUS 360 Application

Add New Request - CISD - EFP5.1 - DEV TEST 5/5/16

ELLIE BERGERON

Date: 09/27/2016 Period: 9/16

Request Number * 444788

Request Year 2016

Warehouse * 727N - NORTH WAREHOUSE

Date Requested 09/27/2016

Requested By ELLIE B

Date Required 10/04/2016

Ship Code *

Comments

☒ Continuous

Item	Stock Number	BUDGET UNIT	Account	PROJECT...	Account	Quantity	Price	Status

ALWAYS USE THE TAB KEY TO ADVANCE FROM FIELD TO FIELD.

This screen will appear with your request number – MAKE NOTE OF THIS REQUISITION NUMBER.

Enter the warehouse code or use the drop-down menu - Be sure you have selected the correct warehouse.

Requested By - person entering the requisition

Enter the required date

ping/gas2.50/wa/sua/41fb633bd7fa0db967d8c5ec3193fb4f/3

PLUS 360 eFinancePLUS
a PLUS 360 Application

Add New Request - CISD - EFP5.1 - DEV TEST 5/5/16

ELLIE BERGERON

Date: 09/27/2016 Period: 9/16

Request Number * 444789

Request Year 2016

Warehouse * 727N - NORTH WAREHOUSE

Date Requested 09/27/2016

Requested By ELLIE B

Date Required

Ship Code * 727S - CONROE ISD SOUTH COUNTY WHSE CONROE ISD SOUTH COUNTY WHSE

Comments J GILMORE/SOUTH WHSE

☒ Continuous

Item	Stock Number	BUDGET UNIT	Account	PROJECT...	Account	Quantity	Price	Status
1	690201	1996510072799000	6399			1.0000	22.6033	O - Ope
2						0.0000	0.0000	O - Ope
3						0.0000	0.0000	O - Ope
4						0.0000	0.0000	O - Ope
5						0.0000	0.0000	O - Ope
6						0.0000	0.0000	O - Ope
7						0.0000	0.0000	O - Ope
8						0.0000	0.0000	O - Ope
9						0.0000	0.0000	O - Ope

Enter the ship to code – [your campus code or destination of order](#)

Comments can be used for special instructions – Ex: Perry/Child Nutrition or Jett Center/Room 102

Tab to the next field - Continuous. If this is the only req. you will be doing, leave this field blank. If doing multiple requests, check this field.

Tab to the order entry area


Enter the stock number and budget unit

Account will automatically populate but can be changed if need be



Enter Quantity needed. The price will display automatically








Tab to the next line to continue with your order entry

When you are finished with your request, click OK


 **eFinancePLUS**
a PLUS 360 Application

Add New Request - CUSD - EFP5.1 - DEV TEST 5/5/16


ELLIE BERGERON  


      

Date: 09/27/2016 Period: 9/16


Request Number * 444790  ☒ Continuous

Request Year 2016

Warehouse * 727N - NORTH WAREHOUSE  Request added

Date Requested 09/27/2016 

Requested By ELLIE B

Date Required 

Ship Code * 727S - CONROE ISD SOUTH COUNTY WHSE CONROE ISD SOUTH COUNTY WHSE

Comments J GILMORE/SOUTH WHSE

Item	Stock Number	BUDGET UNIT	Account	PROJECT...	Account	Quantity	Price	Status
1	690201	1996510072799000	6399			1.0000	22.6033	O - Ope
2						0.0000	0.0000	O - Ope
3						0.0000	0.0000	O - Ope
4						0.0000	0.0000	O - Ope
5						0.0000	0.0000	O - Ope
6						0.0000	0.0000	O - Ope
7						0.0000	0.0000	O - Ope
8						0.0000	0.0000	O - Ope
9						0.0000	0.0000	O - Ope

“Request Added” should appear

If the Continuous box is checked, the system will auto fill the next requisition number. THIS IS NOT THE COMPLETED REQ NUMBER. This is a completely new number that you may use. If you are finished -

Click Back

Date: 09/27/2016 Period: 9/16

Inventory Processing


Update Inventory Catalog
Enter Inventory Adjustments
Receive Stock

Request Processing

Requests
Fill Requests
Pick Pack List
Back Orders
Return to Stock

To print a copy of your requisition – return to this screen.

Requests


eFinancePLUS
a PLUS 360 Application

Update Request - CISC - EFP5.1 - DEV TEST 5/5/16

ELLIE BERGERON

Add Item
Exception Fill
Delete Item
Print Requests
Unapprove

Date: 09/27/2016 Period: 9/16

Search Criteria

Request Number 444789
Request Year
Warehouse
Date Requested
Requested By
Date Required
Ship Code
Comments

Find Advanced

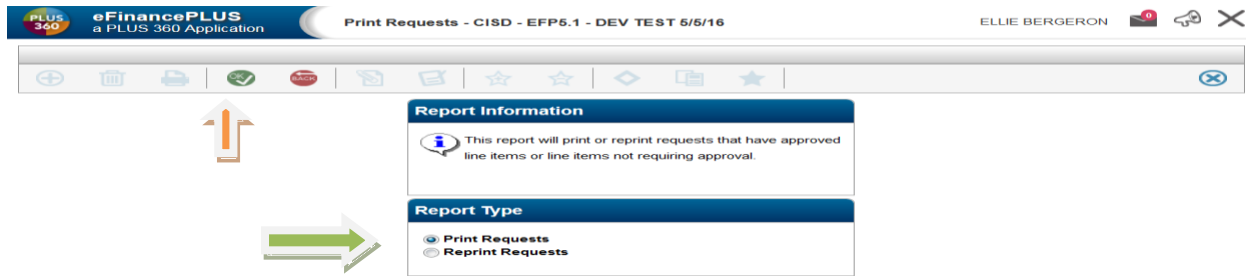
Request ...	Year	Warehouse	Date Reque...	By	Date Required	Ship Code	Comments
444789	2016	NORTH WAREHOUSE	09/27/2016	ELLIE B		727S	J GILMORE/SOL

Enter the Request Number (or other search criteria)

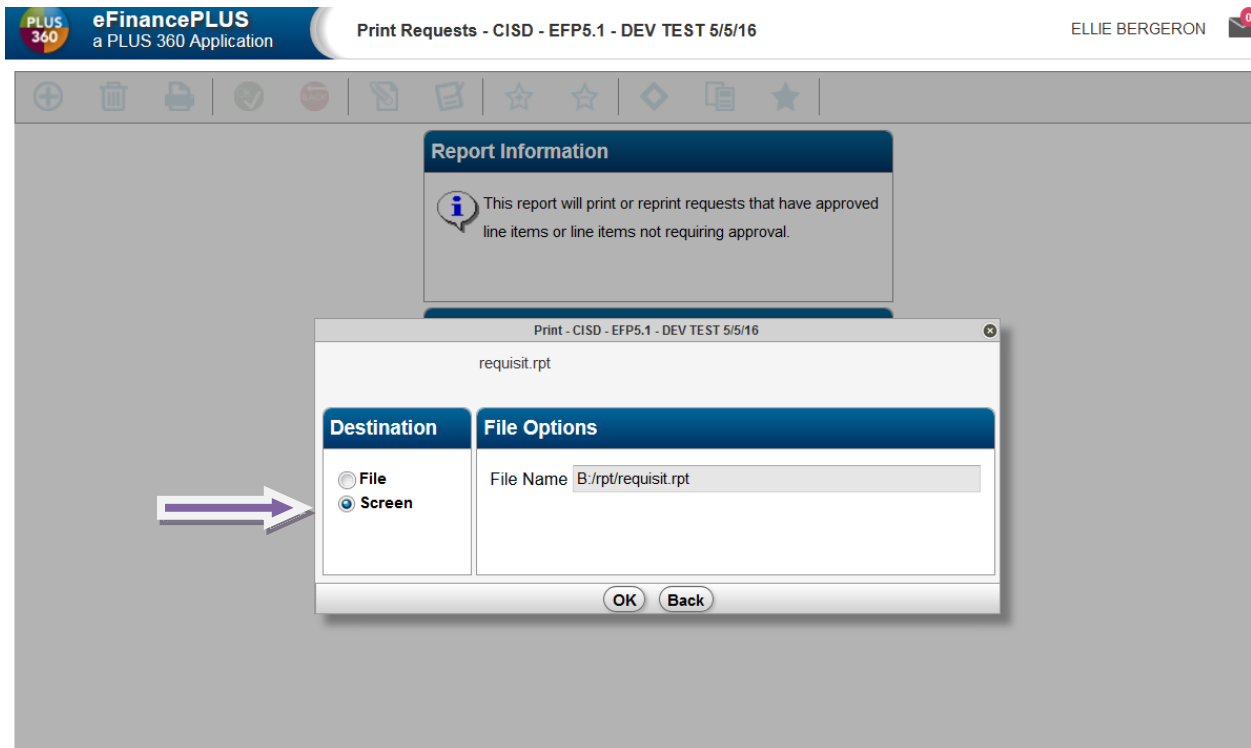
Click OK

The request(s) will appear here. If more than one is listed, highlight the one you wish to print.

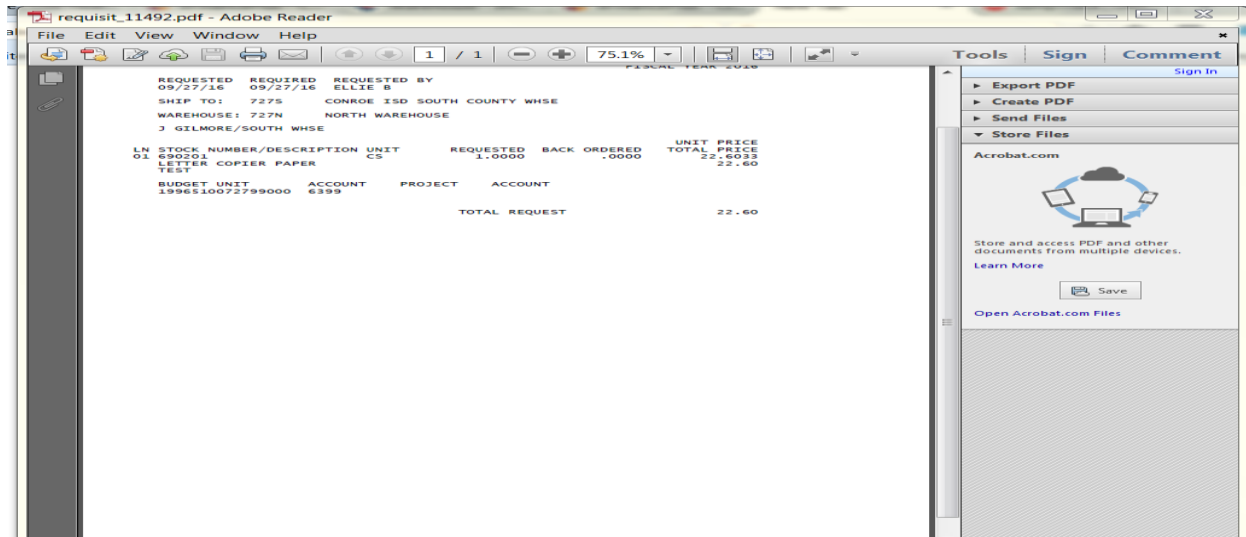
Click Print Requests



Click Print Requests or Reprint Requests
Click OK



Click Screen



Your request will display in pdf format.
Print from this screen