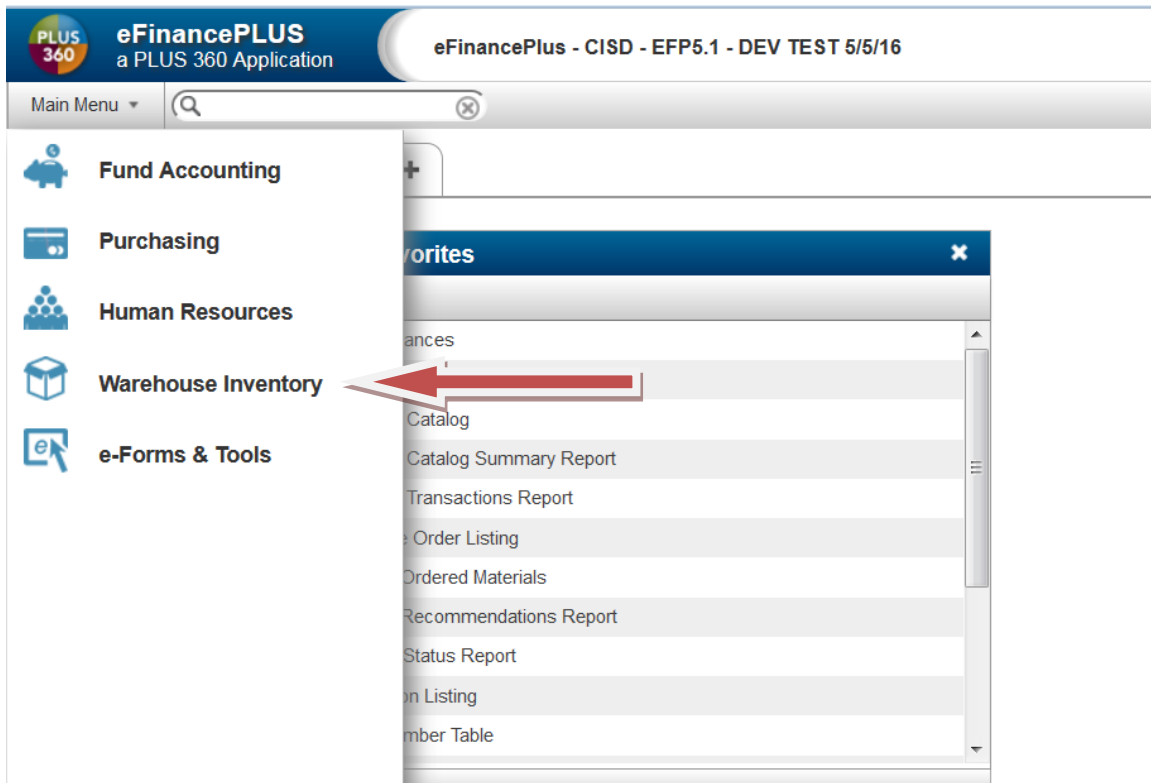


Querying/Editing Warehouse Requests




Warehouse Inventory




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

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

To query a specific request, enter the request number

If you wish to query by a different field to view multiple requests, see below.

OK

PLUS 360 eFinancePLUS a PLUS 360 Application **Update Request - CISD - EFP5.1 - DEV TEST 5/5/16** ELLIE BERGERON

[Add Item](#) [Exception F...](#) [Delete Item](#) [Print Requests](#) [Unapprove](#)

Date: 7/2016 Period: 9/16

Search Criteria

Request Number 444786
 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
444786	2016	NORTH WAREHOUSE	05/05/2016	ZU WELLS		126	CUSTODIAL SUI

The request will display highlighted.

To Add Item

To Delete Item

Click OK to edit items already entered. (If the request is approved or filled, a message will appear saying "There are no unfilled or unapproved line items that can be changed." You would then use the *Back* button to exit to the main screen.)

PLUS 360 eFinancePLUS a PLUS 360 Application **Change Request - CISD - EFP5.1 - DEV TEST 5/5/16** ELLIE BERGERON

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

Request Number * 4447 ☐ Continuous
 Request Year 2016
 Warehouse * 727N - NO... WAREHOUSE
 Date Requested 05/05/2016
 Requested By ZU WELLS
 Date Required
 Ship Code * 126 - BONNIE WILKINSON ELEMENTARY
 Comments CUSTODIAL SUPPLIES

Item	Stock Number	BUDGET UNIT	Account	PROJECT	Account	Quantity	Price	Status
1	900016	1996510012699000	6315			12.0000	6.2250	O - Ope
2	900104	1996510012699000	6315			6.0000	2.1383	O - Ope
3	900119	1996510012699000	6315			4.0000	2.2652	O - Ope
4	900135	1996510012699000	6315			1.0000	92.5800	O - Ope
5	900137	1996510012699000	6315			6.0000	3.1250	O - Ope
6	900147	1996510012699000	6315			1.0000	38.0700	O - Ope
7	901115	1996510012699000	6315			4.0000	2.5300	O - Ope
8	901185	1996510012699000	6315			1.0000	18.8500	O - Ope
9	901201	1996510012699000	6315			2.0000	6.4950	O - Ope

Tab through the fields until you get to the one to be edited and make the correction. After changes have been made, click **OK**, then use the **Back** button to exit to the main screen.
 To Query without a specific requisition number

PLUS 360 eFinancePLUS a PLUS 360 Application Update Request - CISC - EFP5.1 - DEV TEST 5/5/16 ELLIE BERGERON

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

Search Criteria

Request Number

Request Year

Warehouse

Date Requested

Requested By ZU WELLS

Date Required

Ship Code

Comments

Find Advanced

Request ...	Year	Warehouse	Date Reque...	By	Date Required	Ship Code	Comments
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Using Requested By field – enter name of requestor
Click OK

PLUS 360 eFinancePLUS a PLUS 360 Application Update Request - CISC - EFP5.1 - DEV TEST 5/5/16 ELLIE BERGERON

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

Search Criteria

Request Number

Request Year

Warehouse

Date Requested

Requested By ZU WELLS

Date Required

Ship Code

Comments

Find Advanced

Request ...	Year	Warehouse	Date Reque...	By	Date Required	Ship Code	Comments
434558	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		101	*CUSTODIAL SU
434564	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		102	*CUSTODIAL SU
434577	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		078	*CUSTODIAL SU
434579	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		011	*CUSTODIAL SU
434580	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		106	*CUSTODIAL SU
434582	2016	NORTH WAREHOUSE	09/03/2015	ZU WELLS		068	*CUSTODIAL SU

From here you can follow the steps listed above