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# **On-Line Warehouse Requisitions Manual**

*Smartefinance*

User's Guide



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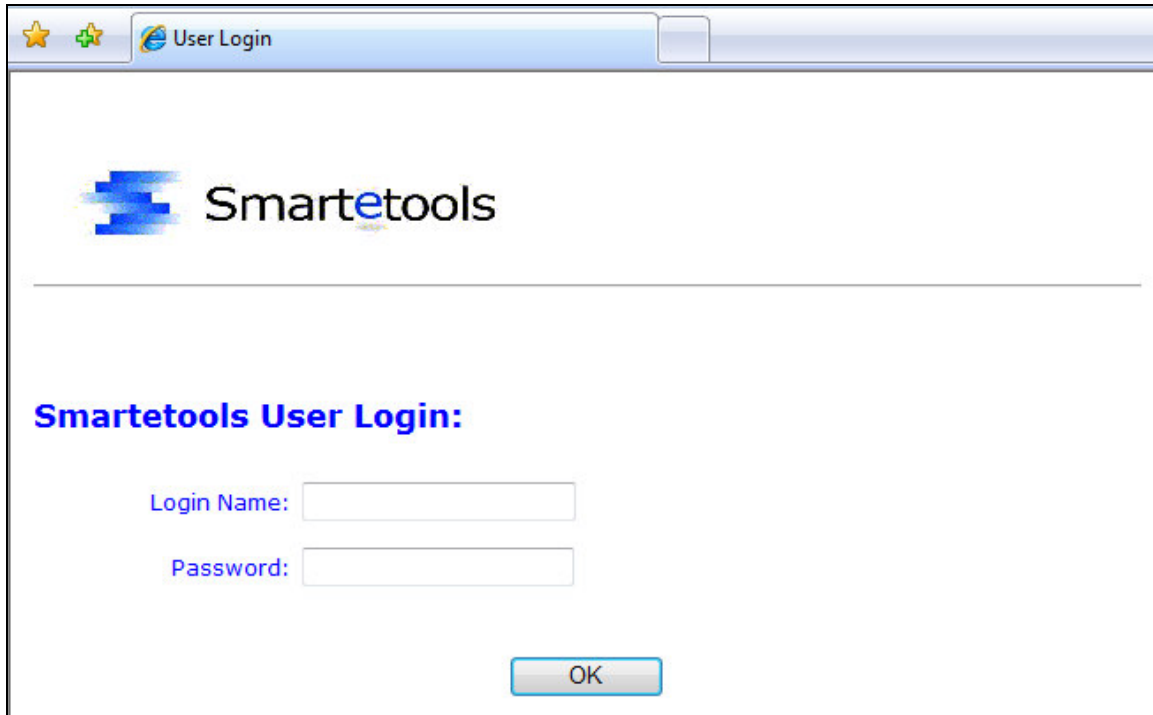
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## Login

To login to Smartetools, set your web browser to the address designated by your district network administrator.

The address for your district is: \_\_\_\_\_.

The Smartetools login page will appear.

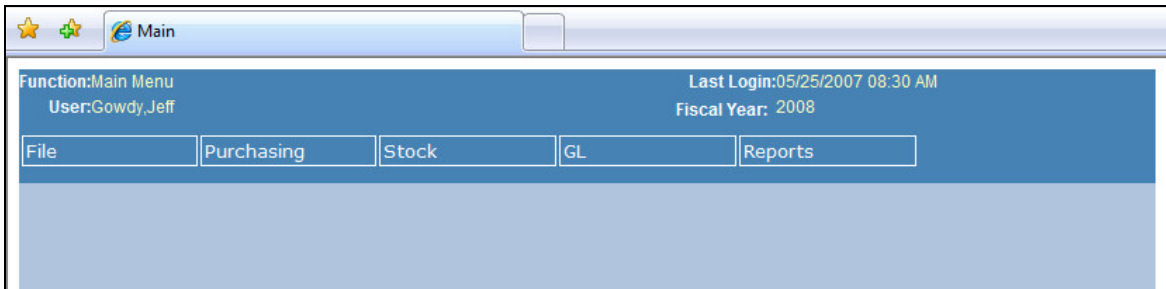


The screenshot shows a web browser window with the title "User Login". The main content area displays the Smartetools logo, which consists of a blue stylized 'S' icon followed by the text "Smartetools". Below the logo, the heading "Smartetools User Login:" is shown in blue. Underneath, there are two text input fields: "Login Name:" and "Password:". At the bottom center of the form is a blue button labeled "OK".

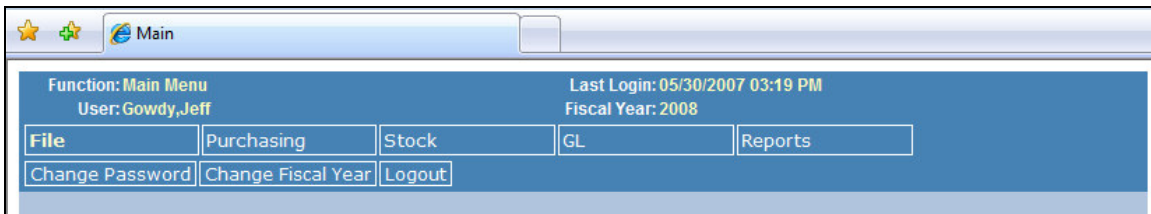
Enter your username and password. The password is case sensitive which requires that you enter the password using the correct lower and upper case characters. Once you successfully login you will be presented with the Main Menu.

My Login Name is: \_\_\_\_\_

The Main Menu displays the functional areas for which you are authorized. The menu bar below shows Purchasing, Stock, GL, and Reports. To access the items within each of these areas, click on the desired area.



The File menu allows you to change your password and logout of Smartetools.



The Stock menu will display the following information.



Three tabs will be displayed. The first tab, **New Requisitions**, will list the warehouse requisitions that you have entered but have not yet routed. The second tab, **Awaiting Processing**, will display the warehouse requisitions you have routed and are in the approval process or have completed the approval process and are waiting to be processed. The third tab, **Completed**, will list all of your warehouse requisitions that have been processed within the fiscal year. To work with a requisition, click the **Select** button next to the requisition number. This will display the requisition and allow you to edit, route, print, and perform other functions related to the requisition. You can also create a new warehouse requisition.

## Create a Requisition

To create a new warehouse requisition, click on the **New** button. This will present a blank requisition page. Begin by entering the “Requested By” and “Requested For” information. Select the Deliver Site by using the drop down selection box. If your user profile only allows access to your site, then only one site will be available for selection. Enter the date needed in the Date Needed box.

The required information to save a requisition is “Requested By”, “Requested For”, at least one Account Number, and at least one Line Item.

★ ☆
Stock Requisition

Function: Stock Requisition  
User: Gowdy,Jeff
Last Login: 05/30/2007 07:24 PM  
Fiscal Year: 2008

File
Purchasing
Stock
GL
Reports

Stock Req Listing
Stock Req

Requisition #: 
Go
Status:
Current Step:

Requested By:

Deliver Site:

Date Needed:

Requested For:

Warehouse:

Date Completed:

Auto Distribute by Percent:

### Accounts

Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	<input type="text" value="430850"/>	<input type="text" value="010-00000-0-00000-77000-4340-000-7100"/>	<input type="text" value="100"/>	20.51	0.00	0.00
2	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0	0.00	0.00
3	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	0	0.00	0.00

### Stock Items

Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total	Delete
1	<input type="text" value="04-29370"/>	<input 3"="" 500="" dd16-1152"="" pkg="" type="text" value="BAR CODE LABEL PROTECTORS 1-1/4" x=""/>	PKG	<input type="text" value="1"/>	0	20.51	20.51	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	0	0.00	0.00	<input type="checkbox"/>

Comments:

Total: 20.51

When entering accounts, the cost of the requisition can be allocated by percent by leaving the Auto Distribute by Percent check box checked. To manually distribute the cost of the requisition among the accounts, uncheck the Auto Distribute by Percent check box. **Auto Distribute by Percent:**  You will then have to enter the amount to be allocated to each account making sure that the sum of the account amounts is equal to the total cost of the requisition.

### Account Search

The center portion of the warehouse requisition page contains the account information. To assign an account number to the requisition, click the **Account Search** button to activate the Account Search page.

Function: Stock Requisition  
User: Gowdy, Jeff  
Last Login: 05/30/2007 07:24 PM  
Fiscal Year: 2008

File Purchasing **Stock** GL Reports

Stock Req Listing **Stock Req**

New Edit **Save** Cancel Search Route History Xactions Notes Print

Requisition #:  Go Status: Current Step:

Requested By: Jeff Requested For: Karen  
Deliver Site: District Office Warehouse: Central Warehouse  
Date Needed: 06/01/2007 Date Completed:

Auto Distribute by Percent:  ReCalculate

**Accounts** Account Search Button

Line	Pseudo	Account Number	Percent	Amount	PreEncumbered	Expended
1	430850	010-00000-0-00000-77000-4340-000-7100	100	20.51	0.00	0.00
2			0.00	0	0.00	0.00
3			0.00	0	0.00	0.00

The Account Search page allows you to search for and select an account number. Depending on your user profile, you may be limited to the account numbers you are allowed to access.

**Search By:**

Account Number: (3) (5) (1) (5) (5) (4) (3) (4)  
 010 - 00000 - 0 - - 77000 - 43 - -

Pseudo:

Account Name:

**5 accounts found.**

	Pseudo	Account Number	Budget	Balance	PreBalance	
<input type="button" value="Select"/>	430724	010-00000-0-00000-77000-4320-000-7100	0.00	0.00	0.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	430850	010-00000-0-00000-77000-4340-000-7100	0.00	0.00	0.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	430922	010-00000-0-00000-77000-4350-000-7100	0.00	0.00	0.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	431061	010-00000-0-00000-77000-4390-000-7100	0.00	0.00	0.00	<input type="button" value="Xactions"/>
<input type="button" value="Select"/>	431062	010-00000-0-00000-77000-4390-000-7101	0.00	0.00	0.00	<input type="button" value="Xactions"/>

Enter the account search criteria and click the **Search** button. A list of accounts to which you have access via your user profile will be displayed. The Budget, Balance, and PreBalance are also displayed for reference. Click on the **Select** button next to the desired account and it will be copied to the requisition.

If you don't know all of the digits of an account number for a group of accounts, leave those digits blank, or use an underscore “\_” as a place holder. The account search will treat the spaces or underscores as a wild card character and return all the accounts that match the digits entered. The example above shows the fourth component (Goal) was left blank as well as the last two account components. The Object portion of the account has the first two digits entered.

The warehouse requisition allows for three accounts initially. To assign more than three accounts to a requisition, save the requisition and then click the **Edit** button. The requisition will show the three original accounts and three more blank account lines that may be used for additional accounts.

The last section of the requisition page is used to enter the items requested.

Stock Items							
Line #	Item Number	Description	Unit Issue	Qty Ordered	Delivered	Unit Cost	Total Delete
1	<input type="text" value="04-29370"/>	BAR CODE LABEL PROTECTORS 1-1/4" X 3" 500/PKG DD16-1152	PKG	<input type="text" value="1"/>	0	20.51	20.51 <input type="checkbox"/>
2	<input type="text"/>	<input type="button" value="Stock Search Button"/>		<input type="text" value="0"/>	0	0.00	0.00 <input type="checkbox"/>
3	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00 <input type="checkbox"/>
4	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00 <input type="checkbox"/>
5	<input type="text"/>			<input type="text" value="0"/>	0	0.00	0.00 <input type="checkbox"/>



If you know the stock number of the item, enter it into the Item Number box. Next enter the quantity desired in the Qty Ordered box. You can then click the **ReCalculate** to validate the item number entered and compute the total cost of the line item. If the item number entered is not valid you will be notified. This can be caused by (1) the item number is a non-existent number or (2) the item number does not exist in the warehouse selected at the top of the requisition.

If you would like to search the warehouse for items by number, name, description, and/or category, click the **Stock Search** button located next to the item number box in the first blank line item. This will activate the Stock Search page. You can enter any combination of search criteria.

The screenshot shows a web-based search interface. At the top, there is a 'Search By:' section with the following fields:

- Stock Number: (empty text box)
- Stock Name: book jacket
- Stock Description: (empty text box)
- Category: - None - (dropdown menu)
- Warehouse: Central Warehouse (dropdown menu)

Below the search fields are three buttons: Search, Close, and Reset.

The results section is titled '4 Stock items found.' and contains a table with the following data:

Select	Stock #	Stock Name	Description	Unit Issue	Unit Cost	Qty On Hand
Select	04-29450	BOOK JACKET CVRS, SPLIT BKPOLY 9X17-1/2 50/PKG.	BOOK JACKET CVRS, SF PKG		252.71	35
Select	04-29460	BOOK JACKET CVRS SPLIT BK POLY 10 X 20-1/2 50/PKG	BOOK JACKET CVRS SF PKG		9.98	10
Select	04-29470	BOOK JACKET CVRS SPLIT BACK 12-1/2 X 23-1/2	BOOK JACKET CVRS SF PKG		11.82	35
Select	04-29480	BOOK JACKET CVRS SPLIT BACK 14-1/2 X 28 50/PKG.	BOOK JACKET CVRS SF PKG		729.86	43

The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom level.

Click the **Search** button and a list of warehouse stock items will be listed that match your search criteria. In the example above, “book jacket” was entered into the Stock Name. The search results returned 4 items that match the search criteria. To select an item, click the **Select** button next to the stock item desired. The stock search page will close and the stock item will be added to your requisition. Enter the quantity desired in the Qty Ordered box. You can continue ordering as many items as needed. If you need more blank line items, save your requisition, then edit the requisition. You can then add more items at the bottom of the line items list.

Once the line items have been entered, you can enter comments at the bottom of the requisition. These are general comments that will display with the requisition.



The screenshot shows a web form interface. On the left, there is a text area labeled "Comments:" containing the text "Please deliver to the annex office." To the right of the text area, there is a label "Total:" followed by a yellow highlighted box containing the number "60.34".

Once the requisition is complete, it can be saved by clicking the **Save** button at the top of the requisition. If any errors are found, you will be notified and asked to correct the problem. You can cancel the creation (or edit) of a requisition by clicking the **Cancel** button.

Possible errors with the requisition include:

- No account number was entered.
- More than one account was used when multiple accounts have been disabled.
- The accounts do not conform to the multiple accounts constraint defined by the district.
- The Auto Distribute by Percent has been unchecked and there is a problem with the account amount distribution.
- Items were entered that do not exist or that do not exist at the warehouse selected for the requisition.

If any of these errors occur, the error will have to be corrected before the requisition can be saved.

Once a requisition is saved, it will be displayed with all of the information. The menu at the top of the requisition will now have many more options.

## Edit a Requisition

### Requisition Search

To edit a requisition, use the Requisition Search function to find the requisition you wish to edit. To activate the search function, click the **Search** button on the menu. The Warehouse Requisition Search page will be displayed. Enter the criteria you wish to use to search for a requisition. To see a list of all requisitions to which you have access, click the Search button without entering any search criteria.

2 stock requisitions found.						
	Req Number	Date Entered	Date Needed	Requested By	Current Step	Total Amount
Select	W00002	05/31/2007	06/01/2007	Jeff	New Stock Req	\$60.34
Select	W00001	05/31/2007	05/31/2007	Ray	New Stock Req	\$5,377.60

To select a requisition, click on the **Select** button next to the desired requisition. This will close the search page and display the requisition. Assuming you have access to edit the requisition, click the **Edit** button at the top of the page. The requisition edit page will be displayed allowing you to change the information on the requisition. Once you have completed your changes, click the **Save** button. You can cancel your changes by clicking the **Cancel** button. The Edit page allows the same types of entry as the creation page. Therefore, when editing a requisition you should follow the same procedures as when you created the requisition.

Once a requisition is displayed, refer to the menu at the top of the page for actions that are available for the requisition. If the requisition has been routed, the **Edit** button may be missing. A requisition can only be edited if it is at a location/step to which you have access. Once it has been routed and is in the approval process, the originator may no longer have access to edit.

Refer to the Current Step field at the top of the requisition. This shows where the requisition is currently located in the approval process. This requisition shows “Information Technology Director”.

## Route a Requisition

Once a warehouse requisition has been saved and is complete, it is ready to be routed to the appropriate departments/personnel for approval, eventually arriving at its final destination, usually the Warehouse.

To route a requisition, click the **Route** button. A page will open displaying the list of possible locations/steps to which the requisition can be routed. This list is dependent on the current location/step of the document and is setup for your organization.

Action	Route Name	Restricted	Description
Route	Send to Information Technology Director	No	Send to Technology and Information Systems Director for Approval

Select a route and click the **Route** button. Due to account number and spending restrictions, you may receive a message stating that the route is not valid as shown below.

Available Routes			
Action	Route Name	Restricted	Description
<input type="button" value="Route"/>	Return to Originator	No	Return to Originator for Correction
<input type="button" value="Route"/>	Send to Accounting	Yes	Send to Accounting Department for Review
<input type="button" value="Route"/>	Send to Categorical Programs	Yes	Send to Categorical Programs Director for Approval
<input type="button" value="Route"/>	Send to IMC for Approval	Yes	Send to Director of Curriculum and Instructional Materials for Approval
<input type="button" value="Route"/>	Send to Staff Development	Yes	Send to Director of Staff Development and Assessment for Approval
<input type="button" value="Route"/>	Send to Student Support Svcs	Yes	Send to Student Support Services Director for Approval

The selected route 'Send to Accounting' cannot be taken due to the following Restriction:

Message #	
1	The document account amount of \$433.00 for 010-30100-0-11100-10000-4310-401-0000 is greater than the restriction amount of \$0.01.

This occurs when an account number on the requisition has a restriction that limits routing to specific routes.

When requisitions are routed, the budget(s) may be checked and a pre-encumbrance transaction may be created. If any of the accounts on the requisition have insufficient budget for the amount of the requisition, you will see a message such as the one shown below.

Function: Stock Requisition		Last Login: 05/31/2007 11:50 AM	
User: Yeh, Karen		Fiscal Year: 2008	
File	Purchasing	Stock	GL
Stock Req Listing		Stock Req	
<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Search"/>	<input type="button" value="Route"/>	<input type="button" value="History"/>	<input type="button" value="Xactions"/>
<input type="button" value="Notes"/>	<input type="button" value="Print"/>		
<b>Message #</b>	The processing of the Stock Requisition has been halted due to one or more accounts being over budget. Please review the account message(s) below and press OK to continue with the transaction, or press Cancel to terminate the request.		
1	Account (440229) 010-00000-0-00000-21100-4400-000-7030 is Over Pre-Balance by -5755.20;		
	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	
Requisition #: W00001		<input type="button" value="Go"/>	Status: Open
Current Step: Information Technology Director			

This message is showing that the amount on the requisition will cause the budget for the account to be exceeded by \$5,755.20. The **Cancel** button may be the only button available on this page which means that the requisition cannot be routed until this over budget condition is corrected. If your district allows over budget conditions, then an **OK** button will appear allowing the requisition to be routed.

## View Routing History

To view the routing history and approvals for a requisition, click the **History** button. This will display a page that shows the complete routing history of the requisition.

Routing History					
Document Number: W00002					
Close					
Route Name	From/Step Location	To/Step Location	Pre-Encu	User	Date/Time Sent
Send to Information Technology Director	New Stock Req	New Stock Req	No	Gowdy,Jeff	Thursday, May 31, 2007 11:07 AM
		Information Technology Director	No	Gowdy,Jeff	Thursday, May 31, 2007 11:43 AM
Send to Accounting	Information Technology Director	Accounting Department	Yes	Yeh,Karen	Thursday, May 31, 2007 11:53 AM
Send to Warehouse	Accounting Department	Warehouse	Yes	Nelson,Sandra	Thursday, May 31, 2007 11:53 AM
Close					

An example routing history is shown above. The previous location/step, route taken, new location/step, pre-encumbrance flag, person's name, and date and time of the routing are shown. The last entry in the routing history is the current location of the requisition.

## View Transaction Detail

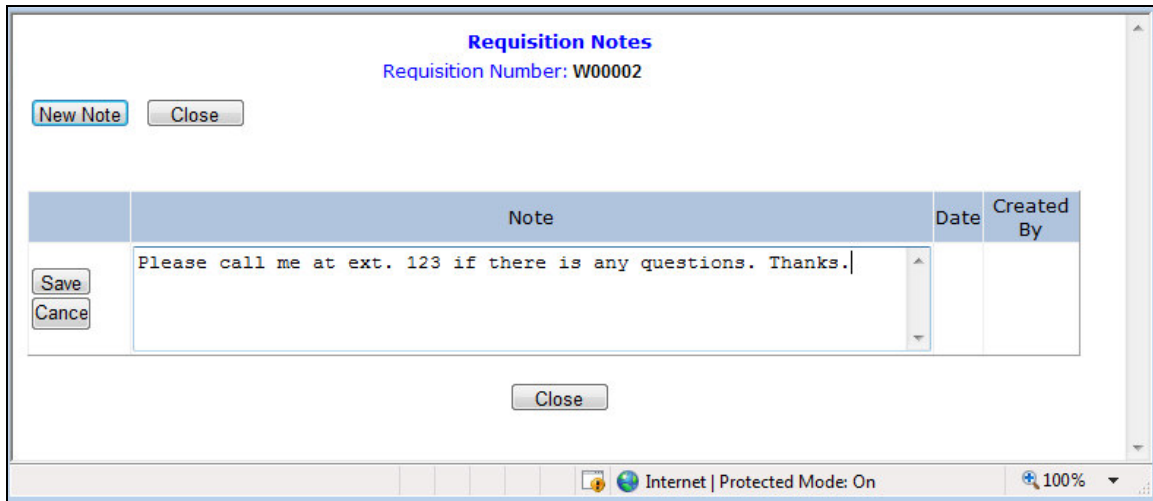
When a requisition is routed, financial transactions may be created to pre-encumber the amount for each account. To view the financial transaction history, click the **Xactions** button. This will display a page showing the financial transactions for the requisition as shown below.

Account Transaction History						
Requisition Number: W00002						
Close						
Journal Number	PO Number	Post Date	Account Number	Description	Debit Amount	Credit Amount
PE1		05/31/2007	010-00000-0-00000-77000-4340-000-7100	PreEncumbrance due to Inventory Requisition: W00002 being updated or routed.	\$60.34	\$0.00
Close						

## View and Create Notes

It is possible to create and view notes for a warehouse requisition. The **Notes** button located on the Menu bar is used to access the notes pages. Click on this button to display the notes page. Just below the Menu bar is a comment line with information on how many notes have been created for the requisition. This is also a link. You can click on this message to also display the notes page.

The Notes page is displayed below. Click the **New Note** button to display the note entry page. Enter your note and click the **Save** button.



The screenshot displays a web browser window titled "Requisition Notes" for requisition number W00002. At the top, there are "New Note" and "Close" buttons. Below is a table with columns for "Note", "Date", and "Created By". A single note is listed: "Please call me at ext. 123 if there is any questions. Thanks." To the left of the note text are "Save" and "Cancel" buttons. A "Close" button is centered below the table. The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

Note	Date	Created By
Please call me at ext. 123 if there is any questions. Thanks.		

The saved notes will always be displayed when the notes page is accessed from the requisition.



## Print a Warehouse Requisition

The purpose of an electronic requisition system is to reduce the amount of paper that flows through the district. However, many times it is desirable to print a copy of a requisition for your records. To print a copy of a requisition, first select the requisition using the Requisition Search function. Once selected, click the Print button on the Menu bar.

The print function will display a page with the requisition formatted for printing. You can use your browsers print function or the report viewer print function to print this report on your printer.

Report Date: 05/31/2007  
 Fiscal Year: 2008  
 Whittier Union High School District  
 Inventory Requisition  
 Page 1 of 1

Req No: W00002  
 Requested By: Jeff  
 Requested For: Karen  
 Created On: 05/31/2007  
 Date Needed: 06/01/2007  
 Date Completed:  
 Deliver Site: District Office  
 Warehouse: Central Warehouse  
 Current Step: Warehouse

Line	Pseudo	Account Number	Percent	Amount	PreEncumbrance	Expenditure
1	430850	010-00000-0-00000-77000-4340-000-7100	100%	\$60.34	\$60.34	\$0.00

Item Number	Description	Unit Issue	Qty Ordered	Qty Delivered	Unit Cost	Total
04-29370	BAR CODE LABEL PROTECTORS 1-1/4" X 3"	PKG	1	0	\$20.51	\$20.51
25-27570	500 PKG DDI16-1152 HEWLETT/PACKARD JETPAPER PRINTER	EA	2	0	\$14.99	\$29.98
42-28070	CART BLACK HP92261A KLEENEX, 160CT	BOX	5	0	\$1.97	\$9.85

Comments: Please deliver to the annex office.

Total \$60.34