

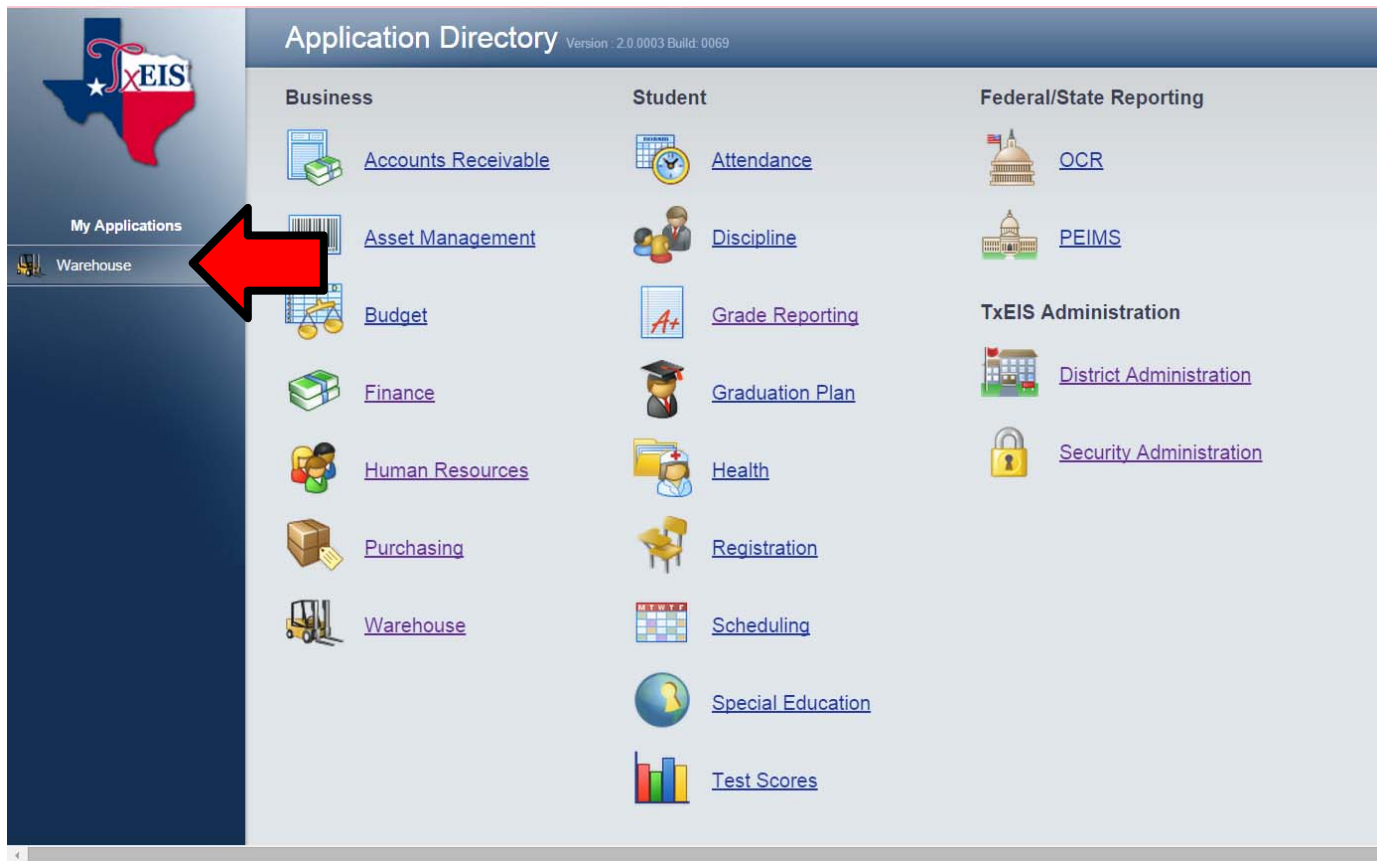
Creating a Warehouse Requisition in TxEIS

1. Login to TxEIS using your **Login ID** and your **Password**.



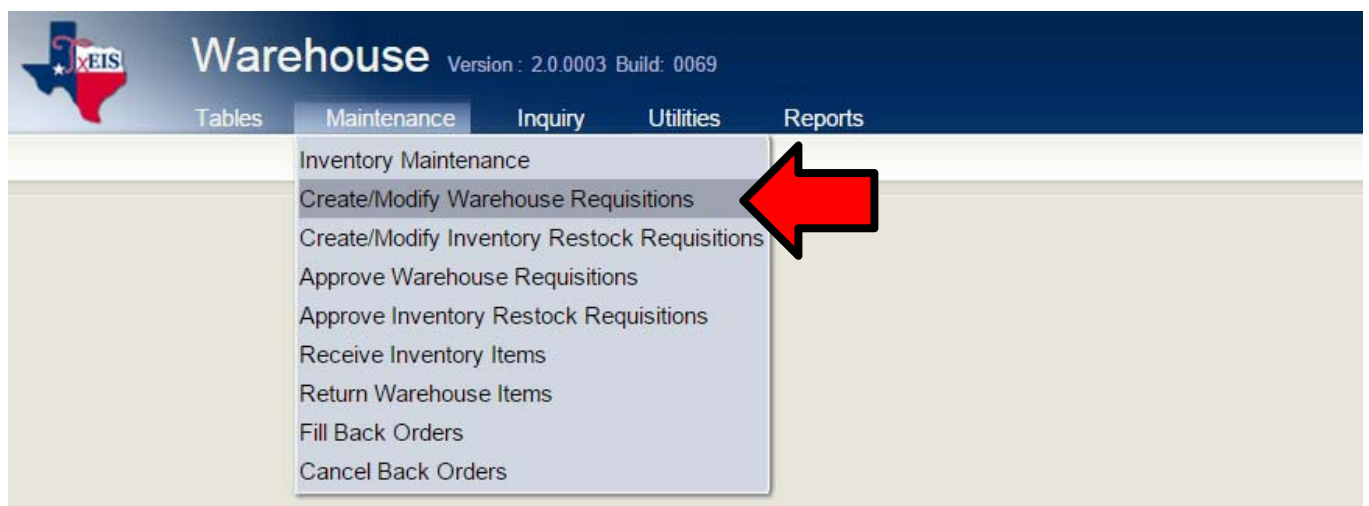
The image shows the TxEIS login interface. On the left is a logo featuring a map of Texas with a white star and the text 'TxEIS' in a stylized font, with 'Software Solutions for the Educational Community' written below it. On the right, under the heading 'Login', are three input fields: 'User Name:', 'Password:', and 'County/District Number:'. Below these fields, the version and build information are displayed: 'Version: 2.0.0003' and 'Build: 0069'. A 'Login' button is positioned below the build information. In the bottom right corner, there is a red button labeled 'What's HOT in TxEIS'.

2. This is the Application Directory. The My Applications section on the left of the page displays the applications to which you have access. Select **Warehouse**.



3. The TxEIS Warehouse landing page will display with menu options across the top. To enter a new Warehouse Requisition:

Maintenance > Create/Modify Warehouse Requisition



- Click **Add - Clear All** to begin entering a new warehouse requisition.

The screenshot shows the 'Warehouse' application interface. At the top, there is a header with the 'XEIS' logo and the text 'Warehouse Version : 2.0.0003 Build: 0069'. Below the header is a navigation bar with tabs: 'Tables', 'Maintenance', 'Inquiry', 'Utilities', and 'Reports'. The main title bar reads 'Maintenance > Create/Modify Warehouse Requisitions' and 'SessionTimer: 59 min'. The form contains several buttons: 'Save', 'Delete', 'Requisition Nbr:' (with a text input), 'Retrieve', 'Directory', 'Add - Clear All', 'Add - Clear Detail', 'Comments', 'Uniform Acct Distr', 'Print', and 'Submit'. A large red arrow points to the 'Add - Clear All' button.

- Enter all relevant information regarding your purchase request.

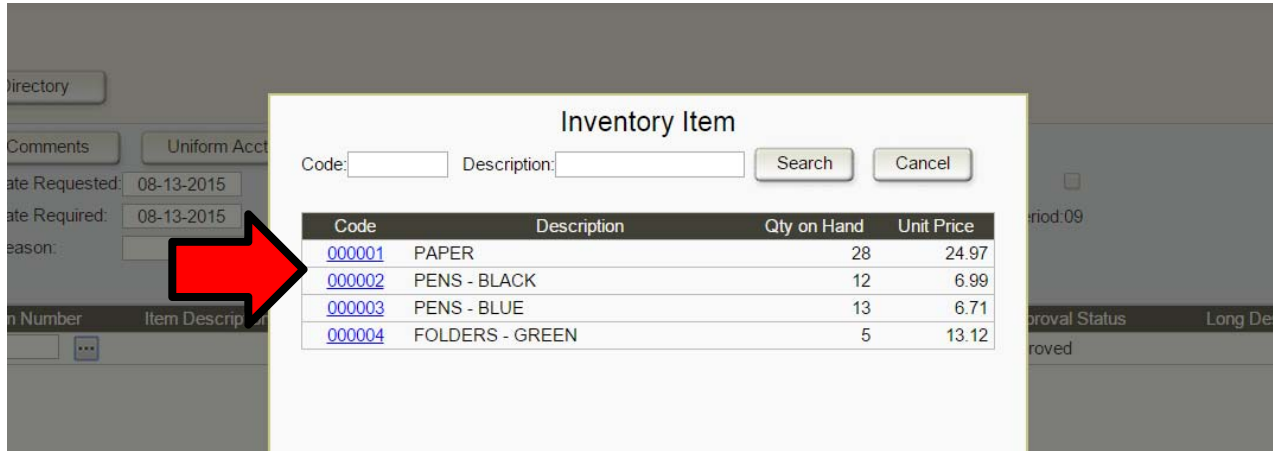
The screenshot shows the 'Warehouse' application interface with the same header and navigation bar as the previous image. The main title bar reads 'Maintenance > Create/Modify Warehouse Requisitions' and 'SessionTimer: 58 min and 58 sec'. The form contains the same buttons as the previous image. Below the buttons, there are several input fields: 'Originator Name: Services Business (BUS)', 'Requestor Name: 000550 - Services Business', 'Requisition Nbr: AUTO', 'Date Requested: 08-13-2015', 'Date Required: 08-13-2015', 'Reason: [red box]', 'Campus/Dept: [red box]', 'Shipping Addr: [red box]', and 'Reference Nbr: [red box]'. Below these fields is a table with columns: 'Delete', 'Note', 'Details', 'Seq', 'Item Number', 'Item Description', 'Quantity', 'Unit Price', 'Total', 'Unit of Issue', and 'Status'. The table has one row with 'Seq' 001, 'Item Number' [red box], 'Quantity' 0, 'Unit Price' 0.00, and 'Total' 0.00. The 'Reason', 'Campus/Dept', 'Shipping Addr', and 'Reference Nbr' fields are highlighted with red boxes.

- Enter a **Reason** for the requisition.
- Select the applicable **Campus/Department**. With the cursor in the cell, hit the spacebar key to see a list of available campuses/departments.
- Select a **Shipping Address**. With the cursor in the cell, hit the spacebar key to see a list of available shipping addresses for the campus/department selected.
- The **Reference Number** field is not a required field, but is available if needed.
- Click the ellipses button located next to the Item Number field.

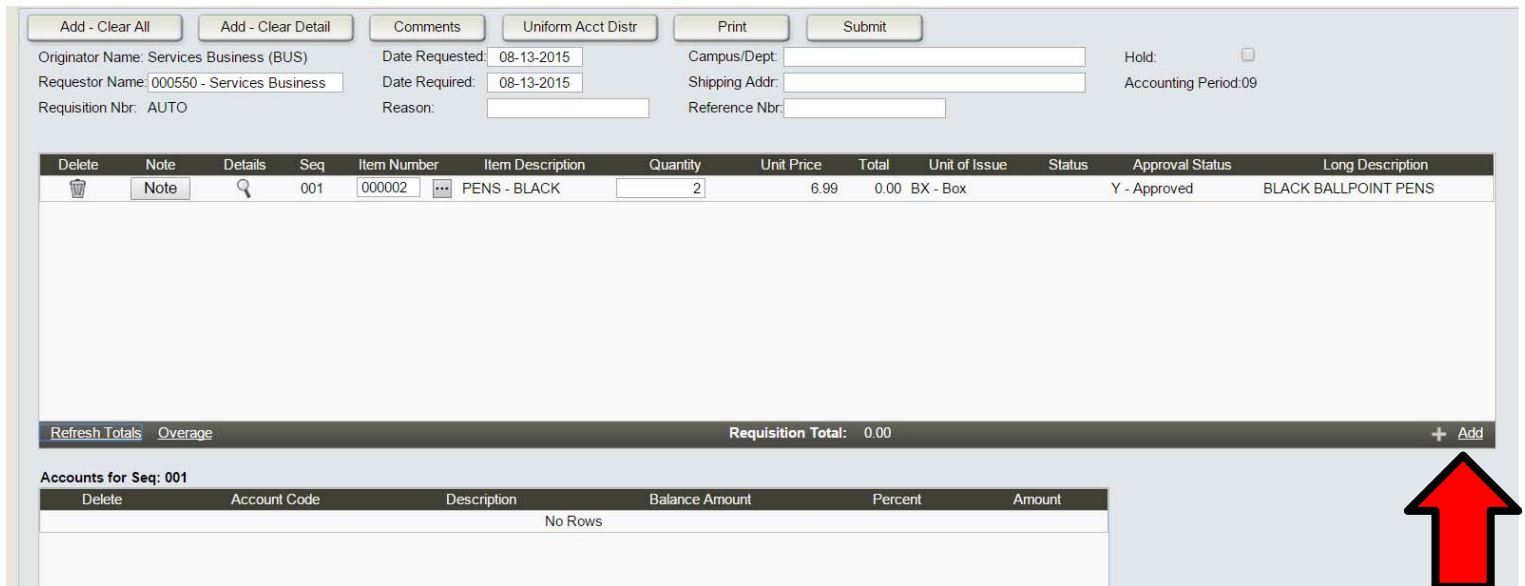
A directory of available warehouse items is displayed.

Items in the directory can be searched by code or by description.

Select the item using the blue link code number.



To key in additional line items, click the **+Add** button.



6. To add the Account Code to be used for the item, click **+Add** located in the bottom portion of the screen.

The screenshot shows the 'Accounts for Seq: 001' section of the Warehouse Requisition interface. The top table has columns: Delete, Note, Details, Seq, Item Number, Item Description, Quantity, Unit Price, Total, Unit of Issue, and Status. Below this is a 'Refresh Totals' button and an 'Overage' link. The 'Requisition Total: 0.00' is displayed. The 'Accounts for Seq: 001' section has a table with columns: Delete, Account Code, Description, Balance Amount, Percent, and Amount. The table currently shows 'No Rows'. At the bottom of this section are 'Refresh Totals', 'Calculate Percent', and 'Calculate Amount' buttons. A red arrow points to the '+ Add' button at the bottom right of the interface.

Type in the account code. The accounts listed will narrow as you type the code. Only the account codes that you are authorized to use will appear in the drop down menu. The percent and amount will automatically populate for the item above for the full amount.

The screenshot shows the 'Accounts for Seq: 001' section of the Warehouse Requisition interface. The table has columns: Delete, Account Code, Description, Balance Amount, Percent, and Amount. The 'Account Code' field is populated with '199-11-6399' and a dropdown menu is open, showing a list of account codes: '199-11-6399.00-001-511000 SUPPLIES', '199-11-6399.00-001-521000 SUPPLIES', '199-11-6399.00-001-523000 SUPPLIES', '199-11-6399.00-001-525000 SUPPLIES', and '199-11-6399.00-001-511000 SUPPLIES'. The 'Balance Amount' is 0.00, 'Percent' is 100.000%, and 'Amount' is 0.00. At the bottom are 'Refresh Totals', 'Calculate Percent', and 'Calculate Amount' buttons. The 'Total Percent: 100.000%' and 'Total Amount: 0.00' are displayed. A '+ Add' button is at the bottom right.

Use the spy glass under the Details column to change account information for each line item.

The screenshot shows the 'Warehouse Requisition' form. At the top, there are buttons: 'Add - Clear All', 'Add - Clear Detail', 'Comments', 'Uniform Acct Distr', 'Print', and 'Submit'. Below these are fields for 'Originator Name: Services Business (BUS)', 'Requestor Name: 000550 - Services Business', 'Requisition Nbr: AUTO', 'Date Requested: 08-17-2015', 'Date Required: 08-17-2015', 'Reason:', 'Campus/Dept:', 'Shipping Addr:', 'Reference Nbr:', 'Hold: ☐', and 'Accounting Period: 09'.

Delete	Note	Details	Seq	Item Number	Item Description	Quantity	Unit Price	Total	Unit of Issue	Status	Approval Status	Long Description
	Note		001	000003	PENS - BLUE	5	6.71	33.60	BX - Box	Y - Approved	Y - Approved	BLUE BALLPOINT PENS
	Note		002	000001	PAPER	25	24.97	624.30	BX - Box	Y - Approved	Y - Approved	PAPER LONG DESCRIPTION

A large red arrow points to the 'Details' column header and the spy glass icons in the line items.

Below the table, there is a 'Refresh Totals' button and a 'Requisition Total: 657.90' label.

At the bottom, there is a section for 'Accounts for Seq: 001' with a table:

Delete	Account Code	Description	Balance Amount	Percent	Amount
	199-11-6399.01-001-522000	SUPPLIES AG & SHOP	-1,007.10	100.000%	33.60

- Click **Save**. You will get a green Save successful message in the top left of the screen.

The screenshot shows the 'Warehouse Requisition' form after clicking 'Save'. A green message 'Save successful' is displayed. A large red arrow points to this message. The form also shows buttons for 'Save', 'Delete', 'Retrieve', and 'Director'. Below these are buttons for 'Add - Clear All', 'Add - Clear Detail', and 'Comm'. The 'Originator Name: Services Business (BUS)' and 'Date Re' fields are visible at the bottom.

- When the Warehouse Requisition is complete, click **Submit**. You will get confirmation that the requisition has been submitted for approval and a warehouse requisition number. You also have the ability to print a warehouse requisition report at this time, if needed.

The screenshot shows a dialog box titled 'Application' with a question mark icon. The text inside reads: 'Submission for approval completed.', 'Warehouse Requisition: 500004', and 'Do you want to print Warehouse Requisition Report?'. There are 'Yes' and 'No' buttons at the bottom.

9. When you have finished entering warehouse requisitions, logoff the TxELS session by clicking **Exit Application** in the top right corner of the screen.

