13.3 STOCK REQUISITION

Program: EAS501P

The purpose of this requisition is to order stock from a university warehouse. The facility is available on campus, for example the stationary warehouse, 7311.

What happens in the background?

The cost centre of the department, who requested the items, gets reduced with the committed amount.

Remember:

- When items are requested from a warehouse on campus it is compulsory to fill in the commodity code.
- A printout of the code list can be made by means of program EAS015P.
- Always take the quantity of the commodities in account to ensure that the correct quantity is issued.
- In case of a budgeted item the status of the requisition should be 1 when you enter the requisition for the first time.
- This request reduces your cost centre therefore only the expense accounts are applicable (1000 - 4999).

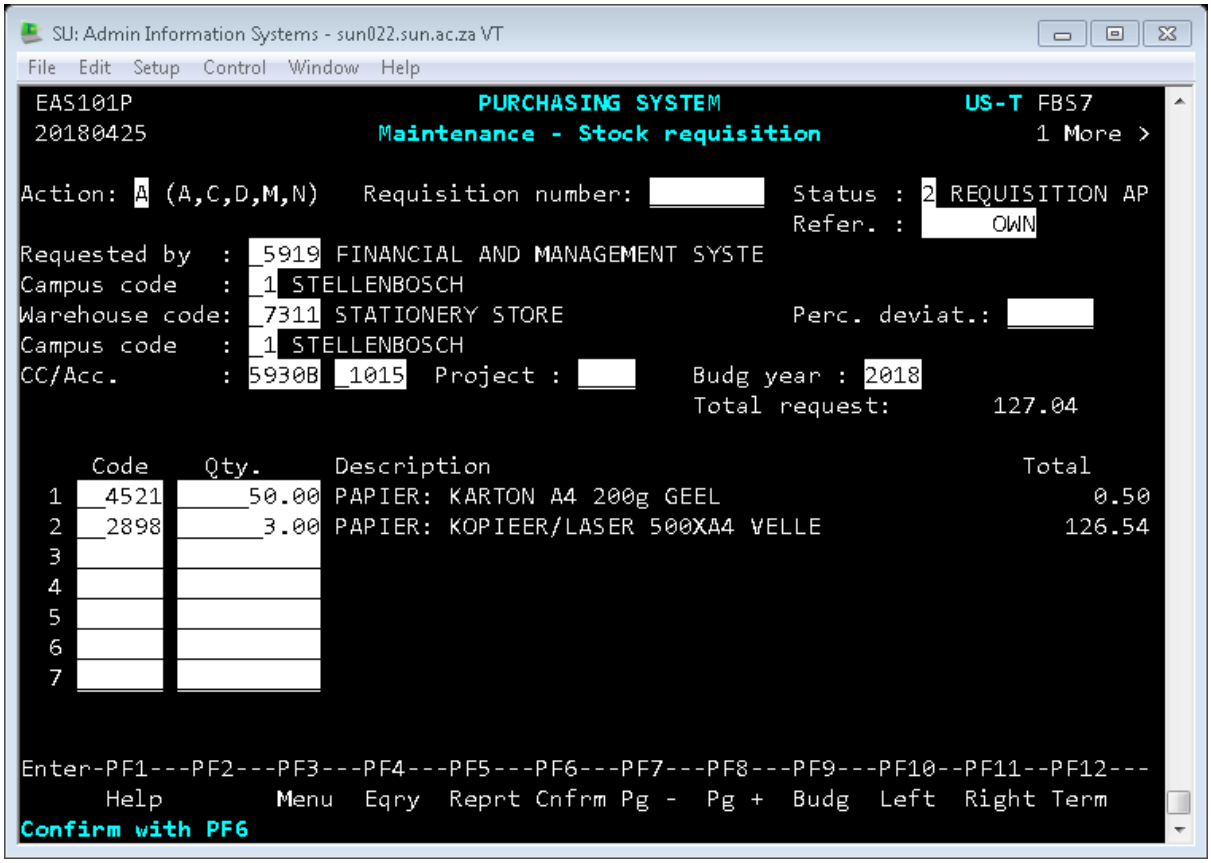
Maintenance Stock requisition

PROGRAM: EAS501P

- **Action:** Fill in A to add (PF1 for help).
- **Requisition number**: Gets created by system - tab passes it.
- **Status:** Remains 2 (PF1 to view all the statuses).
- **Reference number**: Optional (own set of numbers created by user.)
- **Requested by:** OU code of user is already filled in.
- **Campus code**: Campus code is already filled in.
- **Warehouse code**: PF1 to select.
- **Campus code** Already filled in by system.
- **Perc. Deviat**.: Irrelevant.
- **CC/ Acc**: Relevant Cost centre and expense account (PF1 for help).
- **Project**: Add if relevant.
- **Budget year**: Current year.
- **Code**: PF1 for help, mark with an **X** commodities for a specific warehouse **ENTER**, All commodities available in store will appear alphabetically.

Tab to description line; fill in the commodity you looking for (ex Pen) and ENTER. The list will appear. Move with cursor to item and ENTER. The system will paste the commodity code in the relevant space. (To print a code list use program EAS015P).

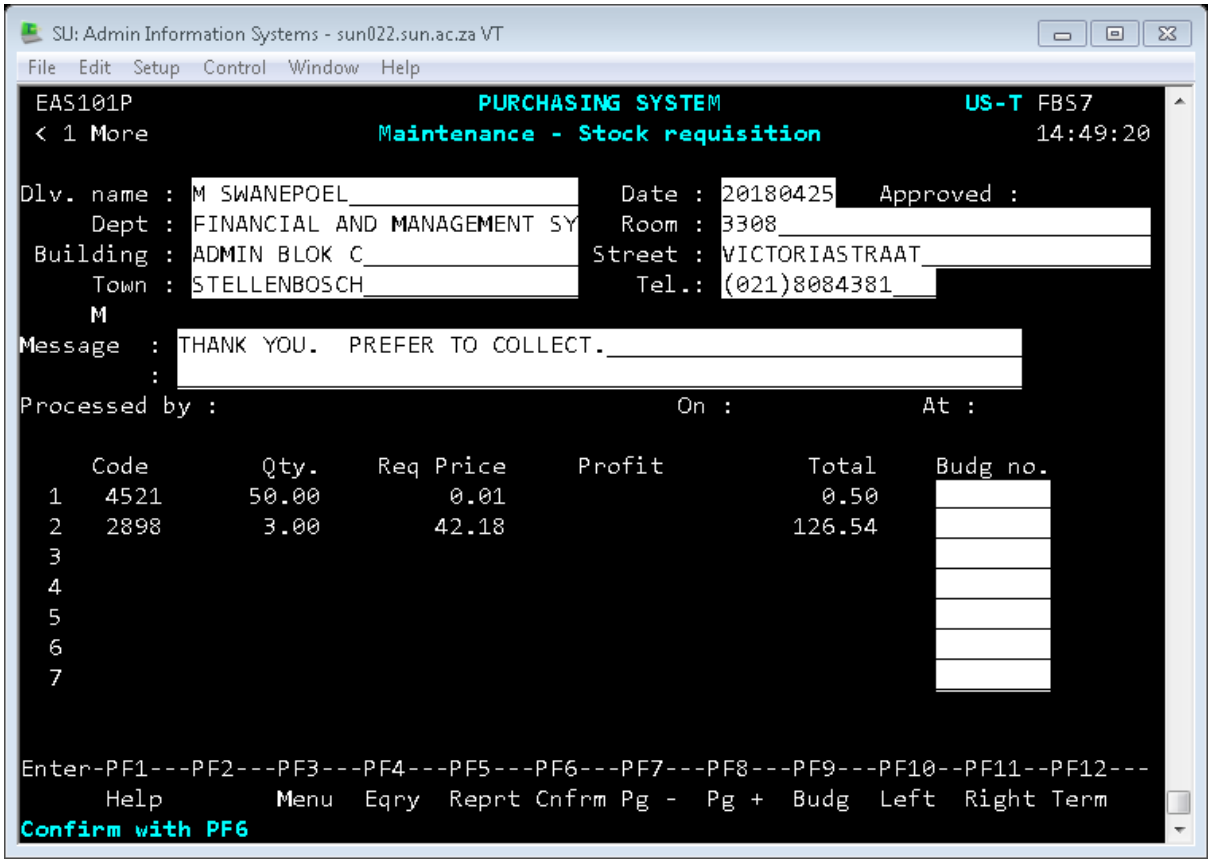
- **. Qty**: Add quantity.



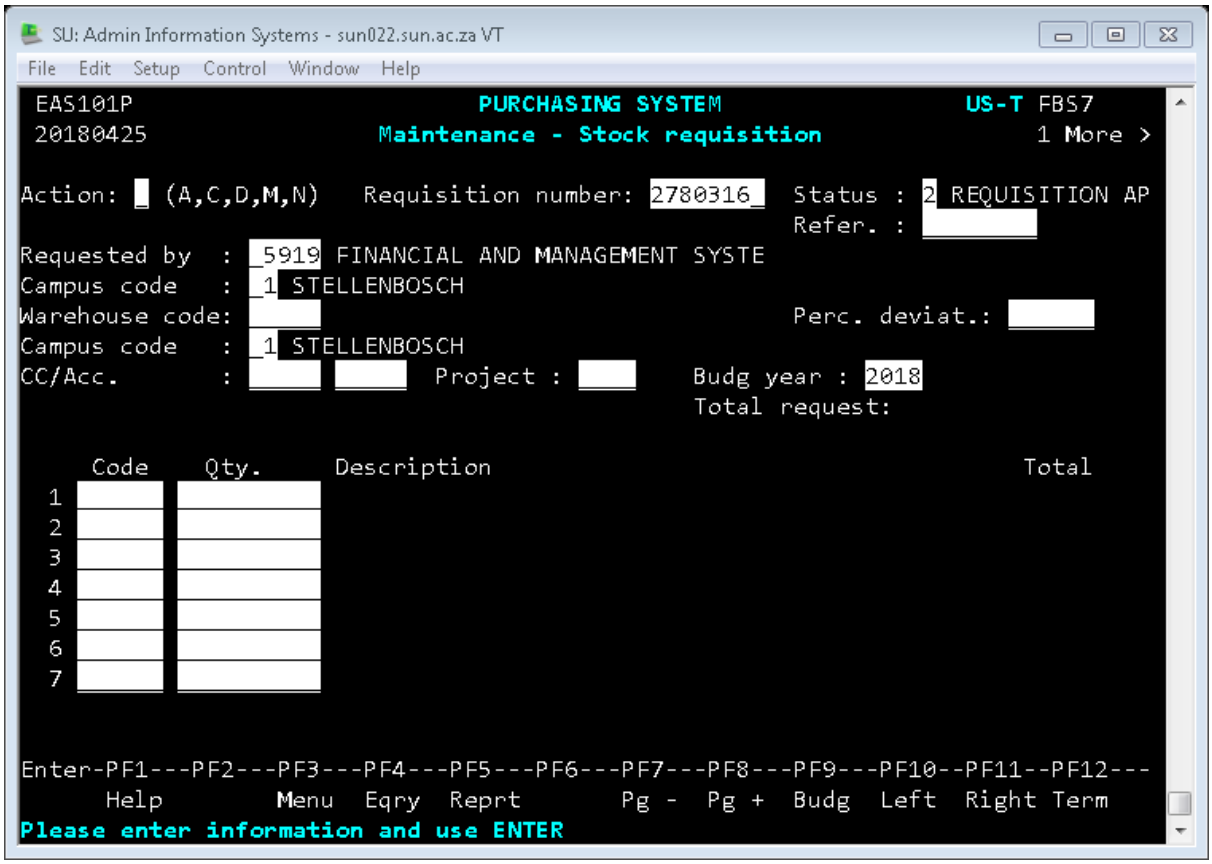
PF 11 to page right

- This is the user-friendly page. Check details and correct by overtyping.
- Enter an internal message (optional)

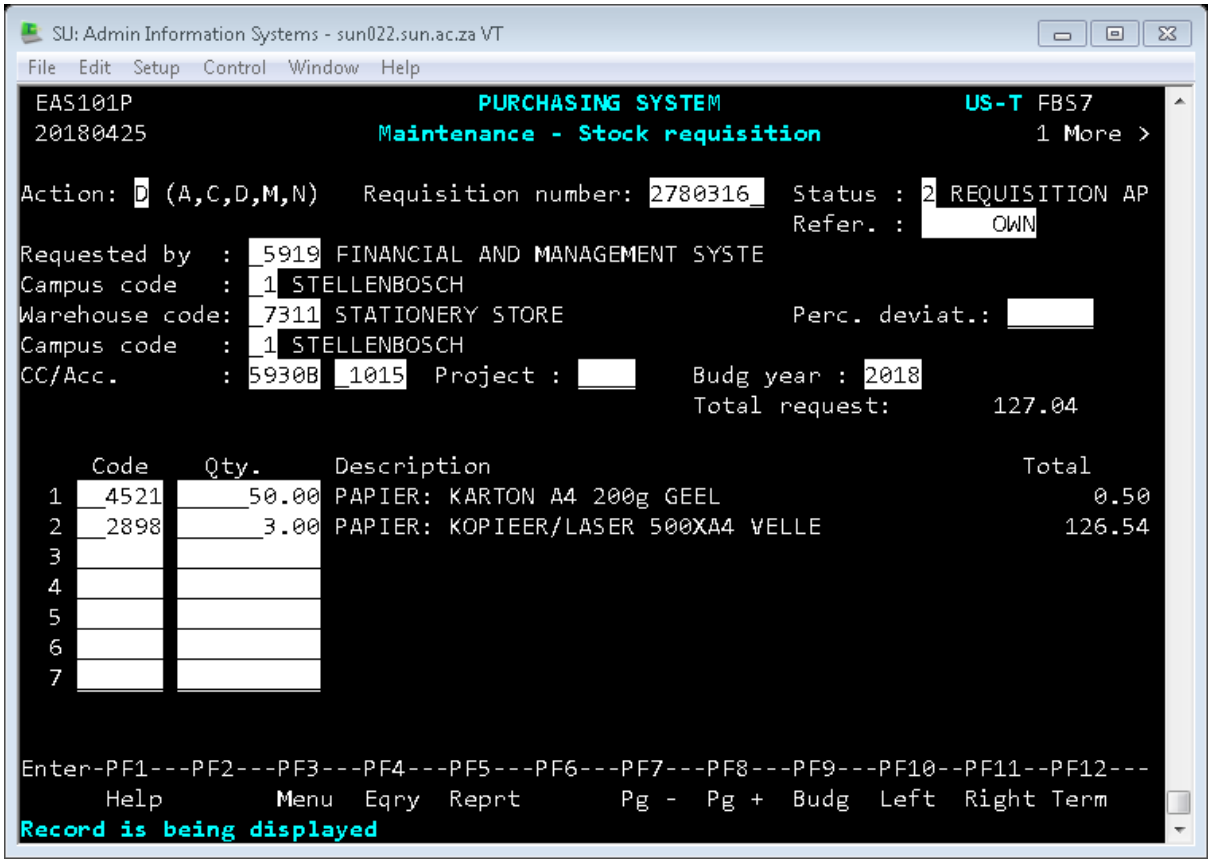
- **ENTER and confirm with PF6**



- Requisition number is created by the system



- To retrieve detail you D (display) the record.



- PF5 to print the requisition.