

CREATING A WAREHOUSE/STOCK REQUISITION
AT-A-GLANCE

****THESE INSTRUCTIONS ARE NOT TO BE USED BY FOOD SERVICE MANAGERS!!**

For Use with the PISD "LAWSON Requisition User's Training Manual" (circa Sept. 2005)

STEPS	Page #
1. Go to the <i>rq10</i> screen (Requisition). This will put you into the "Header" section of the Related Pages column to the left of the screen.	10
Fill in the following fields of the "Header" section: <ol style="list-style-type: none"> 2. Requestor (<i>your dept. or school number</i>) 3. Company (i.e. 199) (the old fund code) 4. Requesting Location (<i>your dept. or school number</i>) 5. Deliver to (<i>optional field</i>) 6. From Company (199) 7. Ship to or Stockroom (815 for Warehouse Orders) *** 8. Requested Delivery Date (<i>need date</i>) 9. Print Requisition (<i>Y/Yes, N/No</i>) 10. PISD Bid Number (INV for Warehouse Orders) *** 11. Click Add: <i>This will generate Requisition number (make note of this number)</i> 	10/11
12. Click on the "Miscellaneous" section of the Related Pages column (left of screen)	
Fill in the following fields of the "Miscellaneous" section: <ol style="list-style-type: none"> 13. Accounting Unit (<i>use drop down arrow to select</i>) 14. Account (<i>use drop down arrow to select</i>) 15. Click change 	
16. Click on the "Lines" section of the Related Pages column (left of screen)	11
Fill in the following fields of the "Lines" section: <u>**DO NOT ENTER CATALOG NUMBER MANUALLY OR ALTER DESCRIPTION IN ANY WAY**</u> <ol style="list-style-type: none"> 17. FC (<i>A to Add or use drop down arrow to select options</i>) 18. Item (<i>click on drop down arrow in this Item field</i>) <ol style="list-style-type: none"> a. This will open a "Search Options" box on the left hand side of the screen. b. Select either "Active Items at from Location" (to search by catalog number) or "Generic Name Search" (to search by item name). c. Then use the "Find Options" on the left hand side of the screen. d. Enter search criteria into the "Find Value" box - then click on the "blue" Find button. <p><i>*When you select the appropriate item the Item Number, Description, UOM and Unit Cost fields should automatically populate.*</i></p> <ol style="list-style-type: none"> 19. Quantity (<i>Enter correct quantity amount</i>) 20. Click change 	11-14
21. Repeat above for each line item.	
22. Click Release - (Requisition is complete and ready for approval by your Budget Holder)	14