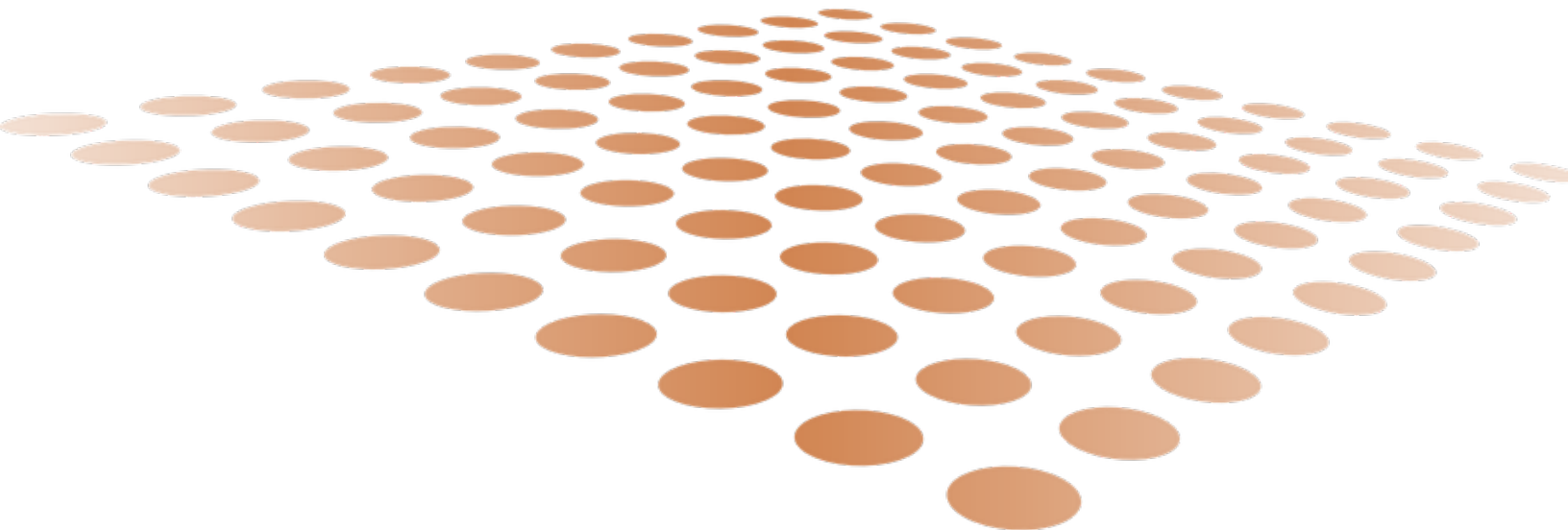


ADOA – General Accounting Office

# **QUICK REFERENCE GUIDE: CREATING A STOCK REQUEST**





# CREATING A STOCK REQUEST

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## Overview

The Stock Requisition (SRQ) document allows you to reserve quantities of stock items from an on-hand supply for later delivery. The SRQ document may allow the amount of stock that cannot be reserved due to insufficient inventory and is marked as backordered, provided the Backordering option is selected on the Warehouse Table for the entered Warehouse. If the Backordering option is not selected and the Requested Quantity is greater than the Available Quantity, then the SRQ document is rejected. Override errors are issued if the Requested Quantity is less than the Minimum Issue Quantity or greater than the Maximum Issue Quantity specified on the Inventory Table for the entered Stock Item.

## Creating a Standard Stock Request (SRQ)

Login to AFIS. Navigate to the Document:

1. In the **Jump To** field, enter **SRQ**
2. Click **Go**

Create a **new SQR document**, in the **Document Identifier** section:

1. Click **Create**
2. In the **Dept** field, enter **your department code**
3. Click **Auto Number** check box, or enter a **unique ID**
4. Click **Create**. A new document is generated.

Complete the **Header** Component:

1. Click the **General Information** Tab
2. In the **Document Description** field, enter the **description for the SRQ**
3. In the **Warehouse** field, enter your **warehouse**
4. In the **Requesting Unit** field, enter **who is requesting** the items
5. In the **Issuer ID** field, enter the **ID for the issuer**
6. Click the **Delivery Information** Tab
7. In the **Shipping Location** field, enter the **shipping location**
8. In the **Scheduled Delivery Date** field, enter the **requested date for delivery**



Complete the **Commodity** Component:

1. Click **Insert New Line**
2. In the **Stock Item** field, enter the stock item
3. In the **Stock Item Suffix** field, enter the **stock item suffix**
4. In the **Request Quantity** field, enter the **quantity** to be issued

Complete the **Accounting** Component:

1. Click the **General Information Tab**
2. Click **Insert New Line**
3. Click **Save**
4. In the **Accounting Template** field, enter the correct **accounting template** (if applicable)

**Note: Fund Accounting Tab – complete the following manually if the accounting template is not being used:**

- **Fund**
- **Object**
- **Department**
- **Unit**
- **Appropriation**

If the funding is likely to be the same for each component of the new asset, copy the first line and use it to Insert Copied Line for each of the other Component's Accounting Lines, as follows:

1. Click **Copy Line** icon, on the **Accounting Line**
2. Go to the second components accounting component, click **Insert Copied Line**
3. **Modify** the copied values or add new values as needed
4. Click **Validate**, to check for errors on the SRQ document
5. Click **Submit**, to submit the SRQ document

**Note: The document will automatically go to final status after the document is successfully submitted.**