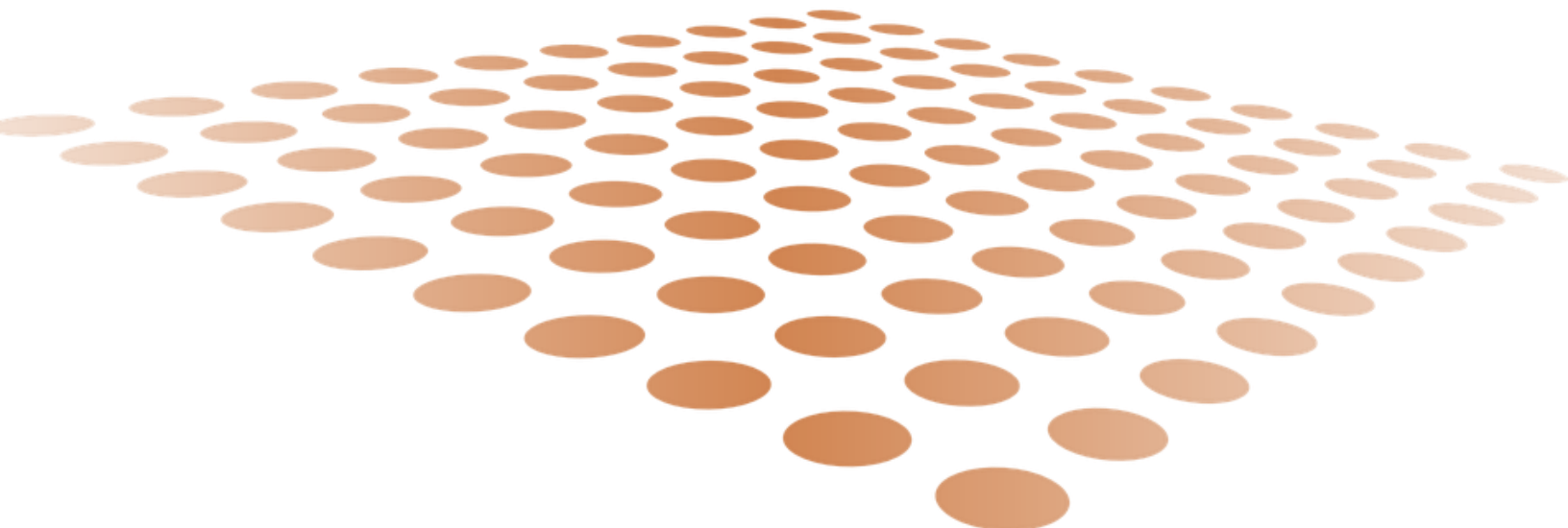


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: STANDARD STOCK REQUEST



STANDARD STOCK REQUEST (SRQ)

The Standard 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)

Log into **AFIS**. **Navigate** to the Document.

1. In the Jump to field, enter **SRQ**
2. Click **Go** or **Enter**

Create new auto numbered SRQ document.

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

Complete the **Header** Section. At a minimum, enter the following information:

- **General Information Section**
 - Document Description field - description for the SRQ.
 - Warehouse field - select or enter your warehouse.
 - Requesting Unit field - select or enter who is requesting the items.
 - Issuer ID – enter the EIN/Contractor ID for the issuer.
- **Delivery Information Section**
 - Shipping Location field - select the shipping location.
 - Scheduled Delivery Date field - enter the requested date for delivery.

Complete the **Commodity** Section

1. Click **Insert New Line**
2. At a minimum, enter the following information:
 - **General Information Section**
 - Stock Item field- select or enter the Stock Item.
 - Stock Item Suffix field - select or enter the Stock Item Suffix.
 - Requested Quantity field - enter the quantity to be issued.



Complete the **Accounting** Section.

1. Click **Insert New Line**
2. At a minimum, enter the following information:
 - **General Information Section**
 - Event Type – select or enter the Event Type.
 - Accounting Template field- enter or select the correct accounting template (if applicable).
 - **Fund Accounting Section** – complete the minimum below manually if the accounting template not being used.
 - Fund
 - Object
 - Department
 - Unit
 - Appropriation
 - **Detail Accounting**
 - Function (if applicable)
 - Infers the following required fields:
 - Fund
 - 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:
 - Copy Accounting Line.
 - Go to the second Component's Accounting component, and Insert Copied Line.
 - Modify copied values or add new values as needed.

Validate SRQ document.

- Correct any identified errors.

Submit SRQ document.

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