ADOA – General Accounting Office

QUICK REFERENCE GUIDE: CREATING STOCK REQUESTS

CREATING A STOCK REQUEST

Stock Requisition (SRQ)

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.

Procedure – Creating a Standard Stock Request (SRQ)

1. Log in to AFIS
2. Navigate to the Document
    a. In the Jump to field, enter **SRQ.**
    b. Click **Go** or **Enter.**
3. Create new auto numbered SRQ document.
    a. Click **Create**.
    b. In the **Dept**. field, enter **your department code**.
    c. Click **Auto Number** checkbox to generate a unique ID, or enter a unique ID.
    d. Click **Create**. A new document is generated.
4. Complete the **Header** Section, on the **General Information** section
    a. In the **Document Description** field, description for the SRQ.
    b. In the **Warehouse** field, select or enter your warehouse.
    c. In the **Requesting Unit** field, select or enter who is requesting the items.
    d. In the **Issuer ID** field, enter the ID for the issuer.
    e. On the **Delivery Information** section
        (1) In the **Shipping Location** field, enter or select the shipping location.
        (2) In the **Scheduled Delivery Date** field, enter the requested date for delivery.
5. Complete the **Commodity** section, on the **General Information** section
    a. Click **Insert New Line**.
    b. In the **Stock Item** field, select or enter the Stock Item.
    c. In the **Stock Item** Suffix field, select or enter the Stock Item Suffix.
    d. In the **Requested Quantity** field, enter the quantity to be issued.
6. Complete the **Accounting** Section, on the **General Information** section
    a. Click **Insert New Line**.
    b. Click **Save**.
    c. In the **Accounting Template** field, enter or select the correct accounting template (if applicable).

Note: Fund Accounting Section – complete the following manually if the accounting template not being used.

(1) Fund
(2) Object
(3) Department
(4) Unit
(5) Appropriation

7. 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:
   a. Copy Accounting Line.
   b. Go to the second Component's Accounting component, and Insert Copied Line.
   c. Modify copied values or add new values as needed.
8. Validate SRQ document. Correct any identified errors.
9. Submit SRQ document.

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