


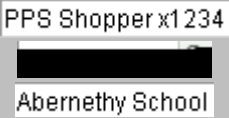




ORDERING FROM THE CENTRAL WAREHOUSE

An excerpt from Portland Public Schools PeopleSoft Quick Reference Guide on entering Material Stock Requests (MSR's):

The **Create/Update Stock Request** pages allow schools and departments to enter inventory item requests directly into PeopleSoft. After the MSR is entered it will be saved and stored in the system. It can be edited and resaved, until it is either canceled, or approved. Once approved, it will be picked up by system processes and printed in the Warehouse for picking and delivery.

Log in	Log into PeopleSoft 9.0: Enter Employee ID# starting with E00 Enter Password											
	Click on Sign In .											
MSR Entry Step 1	Navigate to the Express Issue Add Page: Inventory>Fulfill Stock Orders>Stock Requests>Create/Update Stock Request.											
Step 2	In the Create/Update Stock Request search page, select the Add a New Value tab. Leave the default values in and select Add .											
Step 3	At the Stock Request Summary page, first enter info in the Line Defaults section in this order: 1) Name: 2) Location: 3) Ship Cust:											
Step 4	Select the Override ChartFields link.											
Step 5	Enter your school's or department's ChartFields and select OK : <table border="1" data-bbox="370 1453 971 1506"> <thead> <tr> <th>Account</th> <th>Fund</th> <th>DeptID</th> <th>Program</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>541000</td> <td>101</td> <td>1131</td> <td>11113</td> <td>05000</td> </tr> </tbody> </table>	Account	Fund	DeptID	Program	Class	541000	101	1131	11113	05000	
Account	Fund	DeptID	Program	Class								
541000	101	1131	11113	05000								

Step 9

Click in or tab to **Item ID** and **Qty Requested** fields and enter values until order is complete.

64-7500	2.0000	CS
46-0914	2.0000	FT
63-0360	2.0000	EA

Select both the "Override Accounting Data" line and the "Override Non-blank Values" line:

Copy fields from header line defaults to existing lines

- Override Shipto/Address
- Override Loads
- Override Carrier IDs/Ship Vias
- Override Accounting Data**

Override Non-Blank Values

Then select "OK" to force the Chartfield through the MSR lines.

You should then be able to select the "Save" button to save your MSR without the Error message interfering:

Stock Request Summary [Quantity / Date Detail](#)

*****IMPORTANT REMINDER*****