

## Warehouse Internal Transfer Requisitions – End User

The end user will enter an Internal Transfer Purchase Requisition, selecting the desired warehoused good and quantity. The unit cost will auto-populate, and once saved the requisition will route for electronic approvals. The order will be filled and processed by the warehouse, completing the expense transfer.

- 1) In the Modify Internal Transfer Purchase Requisition screen, click Add
- 2) Click the drop down menu next to Category and choose Warehouse (this selection will bring up the items associated with warehouse for the user to select from the menu on the items tab)

The screenshot shows the 'Modify Internal Transfer Purchase Requisition' form. The 'Category' dropdown menu is highlighted with a red box. The form contains the following fields:

- District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT
- Fiscal Year: 2015
- P.R. Number: R0000NEW
- P.R. Type: T - INTERNAL TRANSFER
- Date Due: 01/22/2015
- P.R. Status: N - NEW (NOT SUBMITTED FOR AP)
- Bill To Location: CORPORATE
- P.R. Amount: [Empty]
- Ship To Location: RIVERSIDE COMMUNITY COLLEGE DISTRICT
- Category: [Dropdown menu highlighted with a red box]
- Ship To Location: [Empty]
- P.R. Requestor: [Empty]
- Worksite Location: 015 DISTRICT
- Approval List: [Empty]
- Board Rpt. Desc: [Empty]
- P.R. Originator User ID: [Empty]
- Ref. / Invoice: [Empty]
- Contact Phone Nbr: [Empty]
- Contact Phone: [Empty]
- Update User ID: [Empty]
- In Rev: [Empty]
- Rev Cmt: [Empty]
- Update Timestamp: 12/23/2014 10:47 AM

Buttons: Print, Save, Cancel, Delete.

The 'Select a Category' dialog box shows a table with the following data:

Item Category Name	Item Category Description	Buyer User ID	Buyer Name
MEAL TICKET	Meal Ticket		N/A
WAREHOUSE	WAREHOUSE GOODS		N/A

Buttons: OK, Cancel.

- 3) Enter the P.R. Requestor name

- 4) Enter the department's ship to location code
- 5) Enter department/office location in the Ref. / Invoice field with a max of 25 characters
- 6) Enter a contact phone number
- 7) Click on Items tab
- 8) Click the drop down menu next to Internal Transfer Type and choose Warehouse (this selection chooses the appropriate chargeback budget code)

Modify Internal Transfer Purchase Requisition - Galaxy Production

**Menu** **Modify Internal Transfer Purchase Requisition**

Search | Details | **Items** | Notes | Approvals

District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT    Fiscal Year: 2015    P.R. Number: R0000NEW    Acct. Dist.

**Internal Transfer Type:** WAREHOUSE (CHARGEBACK) : 11-ABK-1000-0-6773-0599-4591

Show Description

Line Nbr.	Item Name
	CATERING NC (CHARGEBACK) : 32-E00-3200-0-0000-0771-8844
	CATERING R (RIVERSIDE) : 32-D00-3200-0-0000-0771-8844
	E/M STORES (WAREHOUSE ORDER) : 11-ABK-1000-0-6773-0599-4591
	MEAL TICKETS (RIVERSIDE) : 32-D00-3200-0-0000-0770-8844
	TB TESTS MVC (TB TESTS MVC) : 12-FZD-1070-0-6440-0000-4540
	TB TESTS NC (TB TESTS NC) : 12-EZD-1070-0-6440-0000-4540
	TB TESTS RCC (TB TESTS RCC) : 12-DZD-1070-0-6440-0000-4540
	<b>WAREHOUSE (CHARGEBACK) : 11-ABK-1000-0-6773-0599-4591</b>

View  Expand  Close

Add Line    Add Acct.    Add Fav.    Dup    Delete    Save    Cancel

9) Click on the Add Line button

The screenshot shows a software window titled "Modify Internal Transfer Purchase Requisition - Galaxy Production". The window has a menu bar with "Menu" and a title bar with "Modify Internal Transfer Purchase Requisition". Below the title bar are tabs for "Search", "Details", "Items", "Notes", and "Approvals". The "Details" tab is active. The form contains several fields: "District" (07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT), "Fiscal Year" (2015), "P.R. Number" (R0000NEW), and "Acct. Dist.". The "Internal Transfer Type" is set to "WAREHOUSE (CHARGEBACK) : 11-ABK-1000-0-6773-0599-4591". There is a checkbox for "Show Description" which is checked, and an "Edit Desc." button. A "View" section has "Expand" selected. Below these is a table with columns: "Line Nbr.", "Item Name", "Description", "Quantity", "Unit Price", "U/M", and "Amount". The table is currently empty. At the bottom, there are buttons for "Add Line", "Add Acct.", "Add Fav.", "Dup", "Delete", "Save", and "Cancel". The "Add Line" button is highlighted with a red box.

10) Click the drop down menu next to Item Name and choose the appropriate warehouse item. The item name, description, unit price, and unit of measure will auto-populate (if prices change, purchasing can update in the Modify Item screen)

The screenshot shows a dialog box titled "Select an Item Name". It contains a table with two columns: "Item Name" and "Item Description". The table lists the following items:

Item Name	Item Description
100011	BOX, MOVING, 18 X 14 X 12
100012	BOX, ARCHIVE STORAGE FOR FILES
117000	FORMS, STUDENT ENROLLMENT/FULL SHEET
117001	FORMS, APPERSON, INSTR. EVAL/HALF SHEET
174001	NAME PLATE HOLDER, DESK, GOLD
180008	PAPER, COPIER, WHITE, 8.5" x 14"
180009	PAPER, COPIER, WHITE, 11" x 17"
180010	PAPER, COPIER, BLUE, 8.5" x 11"
180011	PAPER, COPIER, YELLOW, 8.5" x 11"
180012	PAPER, COPIER, GREEN, 8.5" x 11"
180013	PAPER, COPIER, PINK, 8.5" x 11"
180014	PAPER, COPIER, WHITE, 8.5" x 11"

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Add a P.R. Line Nbr.

Line Nbr.  Item Name

Description

Quantity  Unit Price  U/M

Delivery Instructions

Asset Location Code

- 11) Enter the quantity desired and click save
- 12) Click on Add Acct.

Modify Internal Transfer Purchase Requisition - Galaxy Production

**Modify Internal Transfer Purchase Requisition**

Search | Details | **Items** | Notes | Approvals

District:  Fiscal Year:  P.R. Number:

Internal Transfer Type:

Show Description

View  Expand  Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount
0001	100011	BOX, MOVING, 18 X 14 X 12	10.00	1.38	EACH	13.80
Total:						13.80

- 13) Enter the departmental budget string

- 14) The notes tab can be used to add any special delivery instructions (please leave on table next to water cooler, etc)
- 15) Click save
- 16) Once saved, Internal Transfer Purchase Requisitions are routed through the approval process in Galaxy. It will be routed to the same approvers as regular purchase requisitions.

Menu

# Process Internal Transfer Purchase Requisition



Search   Details   **Items**   Notes   Approvals

District:    Fiscal Year:    P.R. Number:

Internal Transfer Type:

Show Description  

View  
 Expand    Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount					
0001	100011	BOX, MOVING, 18 X 14	10.00	1.38	EACH	13.80					
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount	Revised Amt.
	11	ADJ	1000	0	6770	0000	4590	0.00	1.000000	13.80	13.80
							Total:	0.00	1.000000	13.80	
								Total:		13.80	