

## Warehouse Ticket Instructions

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Here are some sections off the form. Please look at the numbers and their explanations.

① For Month Of August 06

Conway Public Schools

② Page 1

③ School

1. Month
  - a. Click on this field and a drop down arrow will appear.
  - b. Click the arrow and a calendar will pop up.
  - c. Choose any day during the month the tickets were generated.
  - d. The month and year will automatically pop up into the field.
2. Page – Choose the page number if you have multiple pages of entries.
3. School
  - a. Choose your school / area.
  - b. If your section is not listed, please manually type it in and let me know if you would like it added.

Budget Unit ④	Account	Warehouse Inv# ⑤	Debit Amount ⑥
2000-2870-000-000-00	66527	56235, 96598, 65478	101.25
2392-1234-000-000-00	66527	78965	236.20
2392-1234-010-000-00	66527	65321	569.32
		Totals ⑦	\$ 906.77

4. Budget unit - Enter the budget unit / account combination. Each line should be original.
5. Invoice # Column (tgs wktgf) - This column is necessary for the warehouse.
6. Debit Amount
  - a. Enter the amount for the budget unit listed on that line
  - b. As you enter each line, the Totals line will automatically update.
7. Totals
  - a. The totals for the Debit and Credit columns will automatically tabulate here.
  - b. These will be totals for each page, not a grand total as Phoebe enters them by page.

8. Suzanne Klug  
*Prepared by*

9. \_\_\_\_\_  
*Approved by*

10. 08/14/2006  
*Date*

- 8. Prepared by
  - a. This is usually the secretary who does the bookkeeping.
  - b. You may type this in. No signature required.
- 9. Approved by
  - a. The principal or other supervisor required to approve the purchase.
  - b. MUST be a signature. No stamps.
- 10. Date
  - a. Click on the field.
  - b. Click on the arrow.
  - c. Choose today at the bottom or whatever day the form is prepared.

### Warehouse Ticket

11. 

Amount	Credit Amount
101.25	

- 11. Print Button – Click here to print the form or use the familiar windows methods to print out the form.