

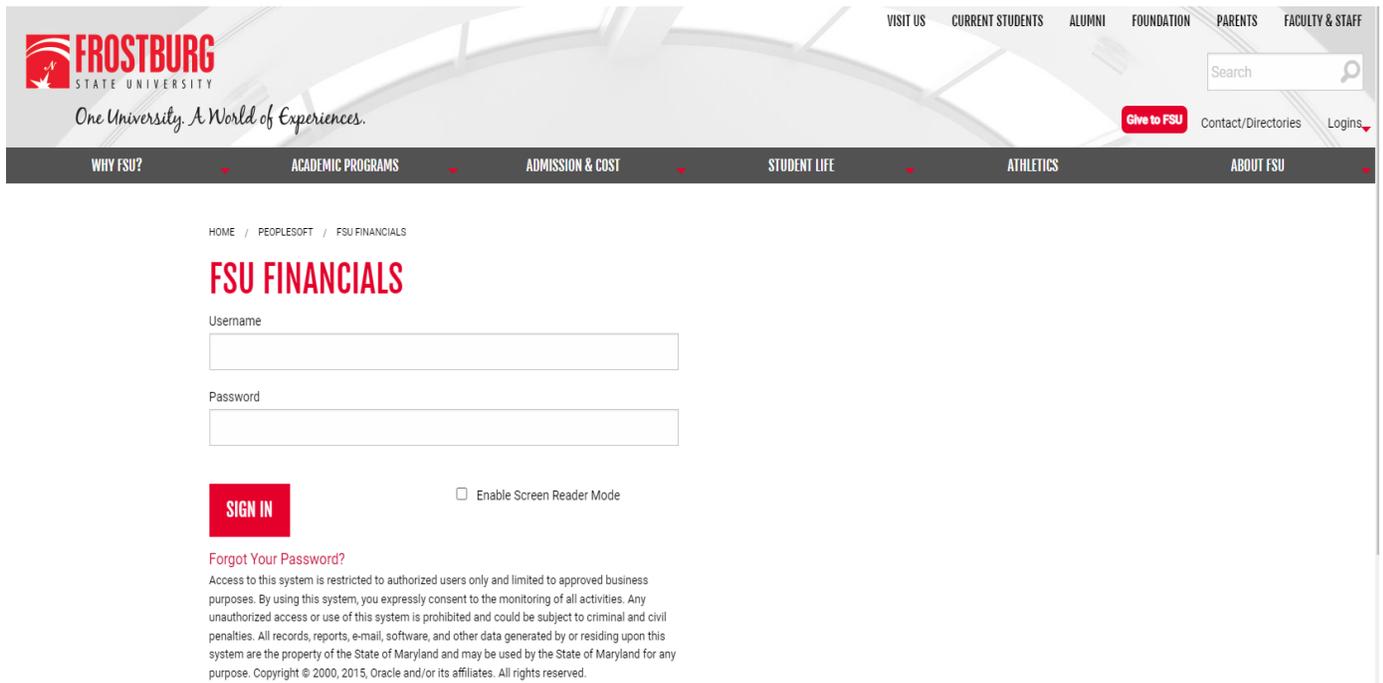
# Central Stores Ordering System PeopleSoft Financials

## Getting Started – Logging On

Using your web browser, go to the URL for the

[FSU Financials login screen](#)

Use your standard network/email User ID and Password to sign into the secure site.



The screenshot shows the Frostburg State University website header with navigation links: VISIT US, CURRENT STUDENTS, ALUMNI, FOUNDATION, PARENTS, FACULTY & STAFF. A search bar is present on the right. Below the header is a dark navigation bar with links: WHY FSU?, ACADEMIC PROGRAMS, ADMISSION & COST, STUDENT LIFE, ATHLETICS, ABOUT FSU. The main content area displays the breadcrumb path: HOME / PEOPLESOFT / FSU FINANCIALS. The title "FSU FINANCIALS" is prominently displayed in red. Below the title are two input fields: "Username" and "Password". A red "SIGN IN" button is located below the password field. To the right of the button is a checkbox labeled "Enable Screen Reader Mode". Below the sign-in area is a link for "Forgot Your Password?". A disclaimer paragraph follows, stating that access is restricted to authorized users and that the system is monitored. The footer contains copyright information: Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved.

Go to FSU Customizations > Central Stores and then select Central Stores under the Campus Folder

The screenshot shows the Oracle Internal Purchasing Order interface. At the top, there is a navigation bar with the Oracle logo, a search bar, and links for 'Advanced Search' and 'Last Search Results'. Below this is a breadcrumb trail: 'Favorites > Main Menu > FSU Customizations > Central Stores > Campus > Central Stores'. A dropdown menu is open under 'Central Stores', showing options: 'Reports', 'Use', 'Inquire', 'Tools', 'Central Stores', 'Campus', and 'Receiving'. The 'Campus' option is highlighted, and a sub-menu is open for it, showing 'Central Stores'. Below the navigation, there is a section for 'Internal Purchasing Order' with a search criteria form. The form includes fields for 'Internal Purchase Order Number', 'Building', 'Room begins with', 'Creation Date of Device ID', and 'Complete Date'. There are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

[Find an Existing Value](#) | [Add a New Value](#)

The “Find an Existing Value” tab will allow searching of previous IPO’s. Please note that completed orders are view only.

To create a new order, click on the “Add a new Value Tab.”

The screenshot shows the Oracle Internal Purchasing Order interface with the 'Add a New Value' tab selected. The breadcrumb trail is the same as in the previous screenshot. Below the navigation, there is a section for 'Internal Purchasing Order' with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are fields for 'Building to be Delivered' and 'Room to be Delivered'. There is an 'Add' button below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Using the drop-down menu, enter the building and room number where the order should be delivered. The building field operates off the drop-down and the room number should be entered manually.

The screenshot shows the Oracle Internal Purchasing Order interface. At the top, there is a navigation bar with the Oracle logo, a search bar with a dropdown menu set to 'All', and links for 'Advanced Search' and 'Last Search Results'. Below this is a breadcrumb trail: 'Favorites > Main Menu > FSU Customizations > Central Stores > Campus > Central Stores'. The main heading is 'Internal Purchasing Order'. Below the heading are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains two fields: 'Building to be Delivered' (a dropdown menu) and 'Room to be Delivered' (a text input field). Below these fields is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'. Blue arrows point from the right side of the image to the 'Building to be Delivered' dropdown, the 'Room to be Delivered' text field, and the 'Add' button.

Click "Add" when finished.

Enter the information for the order. The “Completion Date” gets filled in by Receiving once they complete the order. “Phone Number” is required (not format sensitive.)

Under the heading “Items” click the drop-down box to see all the items available. Click on the item you want and then enter the quantity. Tabbing out of the “Quantity Box” will populate the “Total Cost.” To add another item, click on the + box on the right.

Enter your department number either manually or by clicking the magnifying glass. Tab over and enter the total dollar amount from the item line you just entered. **NOTE: Your department is not charged for Central Store items. This information is for internal use only.**

Additional information may be added in the “Optional Delivery Comments” box.

The screenshot shows the Oracle Internal Purchase Order form. At the top, there is a navigation bar with the Oracle logo, a search bar, and a breadcrumb trail: Favorites > Main Menu > FSU Customizations > Central Stores > Campus > Central Stores. Below this is a tab labeled "Internal Purchase Order".

Key fields and their locations are indicated by blue arrows:

- \*Phone:** A text input field located below the "Building" and "Room" fields.
- Items Table:** A table with columns: Select Item, Stock #, Description, Cost/Unit Usage, \*Quantity, and Total Cost. A blue arrow points to the "Select Item" dropdown menu.
- Quantity:** A text input field in the "Items" table, with a blue arrow pointing to it.
- Department/Project Accounting Information Table:** A table with columns: \*Speedtype, Description, Account, Department, Project, Program Code, Fund Code, and \*Distribution Amount. A blue arrow points to the "Description" field.
- Total Charge:** A text input field located below the "Department/Project Accounting Information" table.
- Optional Delivery Comments:** A large text area at the bottom of the form, with a blue arrow pointing to it.

Don't forget to SAVE the order. Receiving runs a report daily and will capture your order.

