

Requisition

Begin by creating a new requisition, retrieving an existing template, or searching for an existing requisition in process. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select the Item number link to add item text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing. Choose Save In Process to validate and save the current contents without completion.

Search In Process Requisitions

Use Template

1. → Transaction Date

2. → Delivery Date

Vendor ID

Address Type Address Sequence

Delivery date should be 2 days out from transaction date.

Copy vendor ID from below, and then click "Vendor Validate".

3. → Vendor Contact Vendor E-mail

Vendor Name

Vendor Address

Fax Number

Vendor address will populate after vendor is validated. If vendor is not in the system, contact the Business Office.

Requestor Name
Requestor E-mail

Requestor Phone

Requestor Fax

Chart of Accounts

Organization

Currency Code Discount Code

Ship Code Attention To

Comments

Document Text

This section should fill automatically.

4. →

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. →

4a. → Change to "EA".

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

6. →

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save as Template

Shared

7. → *

8. → "Validate" should give you a green check at the top of the screen. "Complete" will give you a "R##".

Code Lookup

Chart of Accounts Code

2a. → Type Drop down, select "vendor".

2b. → Title Criteria

2c. → Maximum rows to return If the exact name is unknown, type what is known and end with "%".

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