



## **create\_requisition\_2**



# Table of Contents



Begin adding line items to the requisition.

<b>Item</b>	The sequential number of the row is automatically populated.
<b>Catalog Nbr</b>	Type an item catalog number. This field can be a maximum of 15 characters.
<b>Description</b>	Type a short description (e.g., computer, pens, books, etc.) of the item being ordered. This field is required and can be a maximum of 30 characters.
<b>Unit of Issue</b>	Click ▼ to select a basic unit (e.g., EA (each), CA (case)) on which the price is based.
<b>Quantity</b>	Type the quantity in units of issue for the requested item.
<b>Unit Price</b>	Type the price per unit of issue for the requested item.
<b>SubTotal</b>	The subtotal is populated based on the <b>Quantity</b> and <b>Unit Price</b> fields.
<b>Discount %</b>	Type a value for reducing the price of the item. The <b>Discount Amt</b> field is populated when another field is selected.
<b>Discount Amt</b>	Type a value for the amount of the discount. The <b>Discount %</b> field is recalculated when another field is selected.
<b>Freight Elig</b>	Select if the requisition item is eligible for transportation charges. If not selected, the <b>Freight %</b> and <b>Freight Amt</b> fields are disabled.
<b>Freight %</b>	Type the percentage value of the item's purchase price for the item's transportation charges. The <b>Freight Amt</b> field is calculated and the <b>Freight Cost</b> field is adjusted when another field is selected.
<b>Freight Amt</b>	Type a value for the amount of charges. The <b>Freight %</b> and <b>Freight Cost</b> fields are adjusted when another field is selected.
<b>Totals</b>	The total line item value is displayed. The discount and freight amounts are included in the calculation.
<b>Status</b>	By default, this field set to <i>Y - Approved</i> . Click ▼ to select a different requisition item status. <b>Notes:</b>  If <i>Y - Approved</i> is selected, a unit price other than \$0 is required.  If <i>F - Free</i> is selected for goods or services being requisitioned without charge, the account code must be blank.
<b>Long Description</b>	Type a detailed item description (e.g., training dates, etc.)

• Discount – Use this field if the Vendor allows you a discount on that particular item you are ordering. This is a percent field. • Freight Fields – Use these fields to include freight cost in your Requisition Total • Status – Defaults to Y(Approved), You use this field when entering a “Free” Item F(Free) • Long Description – Use to better describe the item you are ordering. Example: Dates of meetings



## Back Cover