





create_requisition_2

Table of Contents

Begin adding line items to the requisition.

Item	The sequential number of the row is automatically populated.
Catalog Nbr	Type an item catalog number. This field can be a maximum of 15 characters.
Description	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.
Unit of Issue	Click  to select a basic unit (e.g., EA (each), CA (case)) on which the price is based.
Quantity	Type the quantity in units of issue for the requested item.
Unit Price	Type the price per unit of issue for the requested item.
SubTotal	The subtotal is populated based on the Quantity and Unit Price fields.
Discount %	Type a value for reducing the price of the item. The Discount Amt field is populated when another field is selected.
Discount Amt	Type a value for the amount of the discount. The Discount % field is recalculated when another field is selected.
Freight Elig	Select if the requisition item is eligible for transportation charges. If not selected, the Freight % and Freight Amt fields are disabled.
Freight %	Type the percentage value of the item's purchase price for the item's transportation charges. The Freight Amt field is calculated and the Freight Cost field is adjusted when another field is selected.
Freight Amt	Type a value for the amount of charges. The Freight % and Freight Cost fields are adjusted when another field is selected.
Totals	The total line item value is displayed. The discount and freight amounts are included in the calculation.
Status	By default, this field set to <i>Y - Approved</i> . Click  to select a different requisition item status. Notes: 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.
Long Description	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