create_requisition_2

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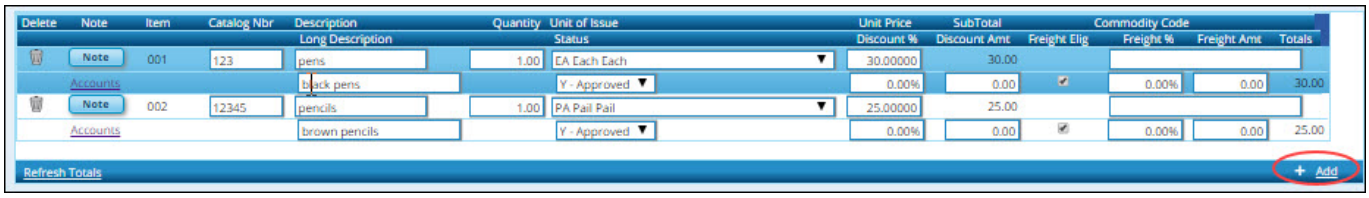

Item	The sequential number of the row is automatically populated.
Catalog Nbr	Type an item catalog number. This field can be a maximum of 15 characters.
Description	Type a short description (e.g., computer, pens, books, etc.) of the item being ordered. This field is required and can be a maximum of 30 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 %	If there is a discount on the line item, type the value (percent) to be reduced from the item price. The **Discount Amt** field is populated when another field is selected.
Discount Amt	Type a value of discount amount. The **Discount %** field is recalculated when another field is selected.
Freight Elig	Select if the requisition item is eligible for transportation charges and you want to include the freight cost in the requisition total. 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 the freight charge amount. 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 *Y - Approved*. Click ⌄ to select a different requisition item status. **Notes**: If *Y - Approved* is selected, a unit price other than $0 is required. If *F - Free* 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.)
Requisition Total	The calculated total cost for each item in the requisition based on the quantity ordered and unit price per item is displayed.
Refresh Totals	❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

The last line of the of the requisition displays the requisition subtotal (quantity x unit price), discount amount, freight amount, and requisition total (the total calculated requisition amount including discounts and freight amounts).

Click **+Add** to add additional line items.

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