




create_requisition_2

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❑ Click the **Accounts** link to select a line item. The line item is highlighted for edit and you can view or add accounts for the selected line item in the **Accounts** section (Section 3) at the bottom of the page.

Note	<p>Click to add or read a note for the item. If a paper clip is displayed next to the Note button, an item note exists.</p> <p>In the note window, review the existing notes or type new or additional notes (justification or instructions) about the item. This information is for internal use only.</p> <p>Click OK to save the note and close the window. Otherwise, click Cancel to close the window.</p>
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.
Commodity Code	<p>Begin typing a commodity code or description. As you type the data, a drop-down list of corresponding data is displayed. Select the applicable commodity code. The commodity codes are maintained on the District Administration > Tables > Commodity Codes page. The commodity code can be selected and changed on a saved requisition and also by an approver once submitted.</p> <p>Note: If Restrict Commodity Codes to Buyer is selected on the District Administration > Options > Purchasing/Warehouse page, only buyers (i.e., Buyer is selected on the District Administration > Maintenance > User Profiles > Purchasing Permissions tab) can view the Commodity Code field. If Restrict Commodity Codes to Buyer is not selected, then all users can view the Commodity Code field.</p>
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	<p>By default, this field set to <i>Y - Approved</i>. Click  to select a different requisition item status.</p> <p>Notes:</p> <p>If <i>Y - Approved</i> is selected, a unit price other than \$0 is required.</p> <p>If <i>F - Free</i> is selected for goods or services being requisitioned without charge, the account code must be blank.</p>
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.

☐ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

The last line 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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