



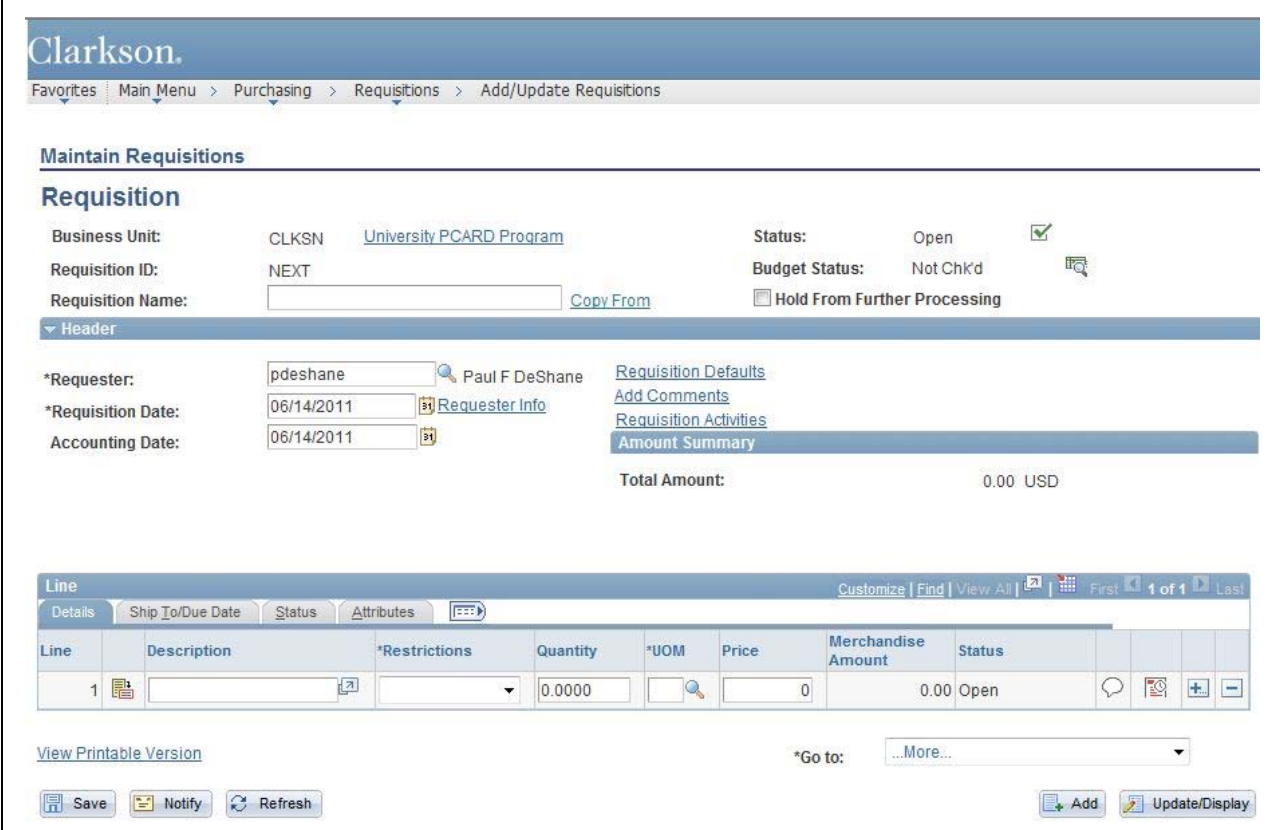


## Entering a Requisition

1. Navigate to the **Requisition Entry** page with the following path: *Purchasing > Requisitions > Add/Update Requisitions.*
2. On the **Add a New Value** tab, verify the Business Unit and leave the Requisition ID as *NEXT*.
3. Click the  button.
4. Enter appropriate searchable Requisition Name.
5. If you have multiple lines to add with the same Vendor, Ship to, Due Date, UOM, or SpeedCharts, you can use the [Requisition Defaults](#) link to enter Default information. After entering the defaults, click OK to return to the **Requisition** page.
6. On the **Requisition** page, complete the Description, Req Qty, UOM, and Price fields.
7. Use the  button to add additional rows if needed.
8. Select the [Add Comments](#) link to add standard comments and any other comments that apply to the entire requisition. Click the **Send to Vendor** checkbox if you want the comments to print on the Requisition and PO. Header Comments will print at the bottom of the Requisition and apply to all lines.
9. If Line comments are needed, click the  in the appropriate line. Remember to check the **Send to Vendor** checkbox if you want the comments to print on the requisition and PO. Line Comments will print below their respective line.
10. Click the  icon.



The screenshot shows the 'Maintain Requisitions' page in the Clarkson University system. The breadcrumb trail is: *Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions*. The page title is 'Requisition'. The form fields are as follows:

- Business Unit:** CLKSN University PCARD Program
- Requisition ID:** NEXT
- Requisition Name:** [Empty field] [Copy From](#)
- Status:** Open
- Budget Status:** Not Chk'd
- Hold From Further Processing**

Below the form, there is a 'Header' section with the following information:


- \*Requester:** pdeshane Paul F DeShane [Requester Info](#)
- \*Requisition Date:** 06/14/2011 [Requisition Defaults](#)
- Accounting Date:** 06/14/2011 [Add Comments](#)
- [Requisition Activities](#)
- [Amount Summary](#)


The **Total Amount:** is 0.00 USD.

Below this is a table with the following columns: Line, Description, \*Restrictions, Quantity, \*UOM, Price, Merchandise Amount, Status. The table contains one row:

Line	Description	*Restrictions	Quantity	*UOM	Price	Merchandise Amount	Status
1	[Empty field]	[Empty field]	0.0000	[Empty field]	0	0.00	Open


At the bottom of the page, there are buttons for **Save**, **Notify**, **Refresh**, **Add**, and **Update/Display**. There is also a '\*Go to:' dropdown menu with a '\*More...' option.


11. Click the **View All** link if you have more than one line. Enter the **Due date** for each line. If you need to enter special accounting information for any line (other than what you entered in Defaults (5, above), click the  icon for the appropriate Schedule line.

12. On the **Distribution** page, verify the **Distribute By** selection (Quantity or Amount).
13. For a single distribution, select the appropriate **SpeedChart**. If you are entering a split distribution for this particular schedule, click the **Multi-SpeedCharts** link, enter the appropriate **SpeedCharts** and **Quantities/Amounts**, and select **Append** or **Overwrite**, then click **OK**.
14. Enter the appropriate **Account** for each **Distribution row**. In some instances, you may also need to enter an appropriate **Building Code**.
15. Click **OK** to return to the **Schedule** page.
16. Select the  button.

Other Tasks you can perform on a Requisition include:

To begin the **Approval Process**, click the  button.

To **Budget Check** a Requisition, click the  button.

To **Cancel** a Requisition, click the  button.

Clarkson. Home

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

**Maintain Requisitions**


**Schedule**

Business Unit: CLKSN Requisition Date: 06/14/2011  
 Requisition ID: NEXT Status: Open

[Return to Main Page](#)

Line	Item:	Quantity:	Merchandise Amt:
1	Test Line 1 Descr	12.0000	37,800.00 USD

**Schedule** Customize | Find | View All | First 1 of 1 Last

Details 

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CLKSN	12.0000	3,150.00000	37,800.00		Paul F DeShane	Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Clarkson. Home

Favorites Main Menu > Purchasing > Requisitions > Add/Update Requisitions

**Maintain Requisitions**


**Distribution**

Requisition ID: NEXT Item: Active  
 Line: 1 Status: Active  
 Schedule: 1

Ship To: CLKSN-SHIP Clarkson - Quantity: 12.0000 EA  
 \*Distribute By: Quantity Open Quantity: 12.0000  
 Merchandise Amt: 37,800.00 USD

SpeedChart:  [Multi-SpeedCharts](#)

**Distributions** Customize | Find | View All | First 1 of 1 Last

Chartfields Details Budget Information 

Distrib	Percent	Quantity	Merchandise Amount	GL Unit	Fund	Dept	Account	Program	P/G	Bldg Code
1 Open	100.0000	12.0000	37,800.00	CLKSN						

OK Cancel Refresh



*Clarkson University*  
*QUICK REFERENCE CARD*



*Requisition Entry*