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Introduction

Requisitions Overview
The Requisitions module in Microsoft Dynamics® SL helps your employees easily request items for purchase and create purchase orders that update vendor and general ledger balances. The module’s primary functions include:

- Automation of the procurement process
- Item request submission
- Requisition submission
- Approval requests
- Consolidation of item requests from multiple users to one requisition

With Requisitions, you can

- Decide how users will view item requests and requisitions based on authority levels you assign.
- Establish specific approval requirements based on company policies.
  - **Approval Authority** — You can set up approval authority levels for standard or capital and budgeted or non-budgeted requests for a maximum dollar amount. You then assign the user IDs of those who will approve item requests or requisitions to the authority levels you created. For more information and examples, go to “Establishing Departmental Approval Authority Levels” on page 29.
  - **Policies** — You can set up the specific approval policies your company will follow and then apply them when requisitions are submitted for approval. The approval requirement you specify must be met before a requisition can receive an approved status and a purchase order can be generated. Approval policies are separate from and in addition to the requirements described in **Approval Authority** above. For more information and examples, go to “Setting up Policy Approval Requirements” on page 35.

- Create budgeted or non-budgeted requests.
- Use requisitions to ask for bids prior to issuing a purchase order.
- Track requisitions as they move through the approval routing process.
- Use email messages to automatically notify approvers when item requests and requisitions are ready for review. You can also advise the documents’ originators when their item requests and requisitions are approved or rejected, or can be consolidated into a single requisition.
Interaction with Other Modules

This diagram illustrates the interaction between Requisitions and various modules.

![Diagram showing interaction between Requisitions and other modules]

**Figure 1: Requisitions interaction**

**Required Modules**

The System Manager, Shared Information, General Ledger, Accounts Payable, and Purchasing modules are required to run Requisitions.

**System Manager**

The System Manager module provides control and record maintenance for the system, and it must be set up before you can access the Requisitions module. System Manager is used to install other modules, create databases, set up companies and departments, and define templates. You can also use System Manager to define system security, such as which users have the authority to access and/or change certain distribution screens and functions. For more information, refer to the System Manager online help or user guide.

**Shared Information**

The Shared Information module maintains information that is used by more than one module, such as name and address, authority level maintenance and material type. The Shared Information module is also used to define code segments for subaccounts and vendor, customer, and inventory IDs through the Flexkey feature. For example, the subaccount 03-440-AA-01-03-01 is separated into six segments that identify the division (03), department (440), location (AA), product group (01), distribution channel (03), and sales region (01). For more information, refer to the Shared Information online help or user guide.

*Material Type Maintenance (21.370.00)* defines categories of products and services purchased by an organization. This Shared Information screen is used by the Requisitions module.

*Authority Level Maintenance (21.390.00)* provides the ability to control user access to requisitions and item requests. Access can be set to allow the user to view only the requests they create, requests created by any user in their department, or all requests.
General Ledger
The General Ledger module is the center of the accounting information system. It must be set up before you can run the Requisitions module. Financial transactions are posted, summarized, processed, and reported in the General Ledger module, which maintains a complete audit trail of business transactions. For more information, refer to the General Ledger online help or user guide.

Accounts Payable
In addition to System Manager, Shared Information, and General Ledger, the Accounts Payable module is also required by the Requisitions module.
Vendor IDs and payment vouchers for Purchasing are created in the Accounts Payable module. Since Purchasing is the primary module that interacts with the Requisitions module, its integration with Accounts Payable is critical to the requisition of goods. Goods are recorded as received, and services are recorded as performed in Purchasing. Accounts payable vouchers can be created automatically when receipts are entered. Vouchers can be viewed and edited in the Accounts Payable Voucher and Adjustment Entry (03.010.00) screen. Vouchers can also be created manually in Accounts Payable when a vendor invoice is received.
In Voucher and Adjustment Entry (03.010.00), voucher batches are updated and released, and a transaction batch is created and posted in the General Ledger module. This completes the purchasing cycle.

Purchasing
The Purchasing module is the primary integration point for the Requisitions module. It must be set up before you can run the Requisitions module. Purchase orders use several purchase order types. Review the Purchasing user guide and familiarize yourself with the Purchasing module before trying to integrate the Requisitions module.

Optional Modules
Customization Manager, Currency Manager, and Application Server are available for use with any core module.
In addition to these optional modules, you can also use a number of other modules with Requisitions, including: Inventory and Project Controller.

Customization Manager
The Customization Manager module allows users, MIS staff, and consultants to modify standard Microsoft Dynamics SL screens quickly and easily. Modification capabilities range from simple changes that the system administrator or other user can make to complex customizations that are best performed by a programmer or consultant with experience in Microsoft Visual Basic® programming and SQL query syntax.
The Customization Manager module functions are organized into separate selections on the Customize menu. Capabilities of the Customization Manager module include:
- Implementing customizations that apply to a single user or to all users.
- Hiding fields.
- Arranging data entry screens to resemble source document formats.
- Moving fields to make room for new fields or to provide a layout that facilitates data entry and viewing.
- Adding new data items to screens from anywhere in the SQL database, including new records and fields added to the database. In addition to new fields, you can add standard object types such as text boxes, drop-down lists, labels, push buttons, frames, and forms.
- Setting or changing default values.
- Creating or modifying edit masks for such items as telephone numbers and social security numbers.
Because no two companies have identical business rules and operations, the need for customization of any software package is inevitable. Once you identify the need for a customization, determine whether it must apply to all or nearly all users, or to a small number of users. If only a few users need it, create the customization for one user, then use the Customization Export and Import functions to copy it for other users. If many users need the customization, create two customizations, one for the large number of users who need to use the customized version and another for the few users who need to use the standard version. Once you have selected the level, use Customization Manager to create and maintain customizations that modify application screens and the objects they contain.

Your company’s business needs may be met by simply adding or rearranging objects on an application screen, or your solution might involve adding event logic to display an informational message associated with an object. If your business solution involves adding tables or fields to the database, use Customization Manager to add those objects to application screens.

Use the Customization Import and Export functions to copy your customizations from one system to another and to allow users to access the customizations. To protect entire customized screens or customized objects from unauthorized access, use the software’s security functions. To more thoroughly secure data, you may also wish to secure access to certain Customization Manager functions, such as the Customization Import and Export functions, from unauthorized access.

For more information, refer to the Customization Manager online help or user guide.

Currency Manager
The Currency Manager module allows you to enter transactions for multiple currencies. You can select the appropriate currency for a screen or process and view or override the default currency rate. Transaction amounts and account balances are stored in the currency used for entry and also the base or domestic currency equivalent.

With Currency Manager installed, the Currency Selection and Currency View buttons become available on the toolbar. They allow you to select the appropriate currency for a screen or process and to view or override the default currency rate. You can also toggle the representation of monetary amounts between the selected foreign currency and the equivalent amount in base or domestic currency.

For more information, refer to the Currency Manager online help or user guide.

Application Server
The Application Server module relieves client workstations of extreme processing loads by enabling users to offload time-consuming processes and reports to a separate server computer running as an application server.

After submitting a process or report request to the application server request queue, users can return immediately to normal operations. The application server checks the queue for pending requests and runs each process or report according to its priority in the queue.

Providing true three-tier client/server functionality, the Application Server module works in all Microsoft Dynamics SL environments. Because it is easily scalable, the Application Server module can also operate successfully in environments of all sizes. You can set up and simultaneously operate as many application servers as necessary for your environment. Application servers can be started and stopped in any combination to match workload requirements at any given time.

For more information, refer to the Application Server online help or user guide.

Inventory
The Requisitions module integrates closely with the Inventory module, where stock availability is recorded. Integration points provide efficiencies in a number of areas, including:

Inventory ID — As item requests and requisitions for an inventory item are entered, the information about the inventory item is available for use. The item description and inventory ID are available to the user.

For more information, refer to the Inventory online help or user guide.
Project Controller

Throughout all modules, including Requisitions, we have attempted to use the same logic to identify project-related transactions. If the account charged or the account used to book a financial transaction is linked to a project account category, the project and task will be validated using standard validation logic.

For item requests and requisitions, a project and task can be entered, and the information updates projects when it is posted. Budget information is also referred to and updated in the Project module. Project commitments can also be updated when a purchase order is generated in the Requisitions module. For more information, refer to Project Management and Accounting online help or user guides.
Screen Functionality

Requisitions module functions are organized into groups of screens: data entry, setup and maintenance, inquiry, and processes. Information on the screens is grouped using tabs and frames. Tabs look like index tabs and are used within a screen to minimize the screen size and allow for easy navigation and data entry. Each tab can be viewed as a form or grid and contains fields for data entry. Frames group related fields on a tab or screen.

Data Entry Screens

Data entry screens are used for the creation of item requests and requisitions.

Setup and Maintenance Screens

Setup and maintenance screens are used to define program characteristics by establishing global definitions and system defaults or to enter and maintain non-financial and statistical data. Requisition Setup (RQ.950.00) is used during the implementation process. Setup and maintenance screens are often the source of entry for system master file information.

Inquiry Screens

Inquiry screens allow you to query system information. Although inquiry screens look similar to data entry screens, they generally do not allow for direct input of accounting or financial data.

Process Screens

Process screens are used to run specific processes within the program. These processes typically involve some behind-the-scenes program compilation, updating, or calculation. Many process screens allow you to define the parameters of the process being performed.
Requisitions Module Documents

Document Types

Item Requests
An item request is a request created by a purchaser of products or services. These requests can be routed for approval if necessary. A purchasing agent may then run the consolidation process to combine like items from multiple item requests into a single requisition. The resulting requisition would then be edited by the purchasing agent, submitted to vendors to initiate a request for bid, and ultimately converted to a purchase order. This functionality provides the ability to streamline the overall purchasing process within an organization.

Requisitions
You can generate a requisition directly in Requisition (RQ.110.00) or you can start with an item request in Item Request (RQ.100.00). You select the vendor and enter the appropriate account and subaccount information. You must submit all requisitions for approval prior to creating a purchase order. If the user who is entering the requisition has approval authority equal to or exceeding total cost, the requisition is approved immediately.

When the requisition is created, you can submit requests for bids via the Vendor Evaluation (RQ.113.00) screen. After the bids are received and evaluated, you select the vendor who will receive your purchase order. Setup options provide the ability to automatically add the vendor you select in the Accounts Payable Vendor Maintenance (03.270.00) screen.

Document Numbering
In the Requisitions module, document numbers are unique, usually numeric identifying codes associated with item requests and requisitions. Numbering makes it possible to easily track, sort, and manage these items. Document numbers are also important for reporting purposes. Documents are listed with their associated numbers on reports.

You can configure automatic numbering of requisitions and item requests in the Requisition Setup (RQ.950.00) screen. With automatic numbering, each new item request and requisition is assigned a unique sequential number. After you set up automatic numbering, you must not change it.

When you set up the Requisitions module, designate the last requisition number so that it is equal to the last purchase order number created in the Purchasing module. Do this to ensure that purchase orders generated from requisitions are assigned the same number as the corresponding requisitions. You can find the last purchase order number in Last PO Number on the Purchasing module’s PO Setup (04.950.00), Options tab.

Document Status Changes
A status is assigned to all Requisitions documents and batches based on where they are in the requisition process. You cannot directly change the status of a document. The software automatically changes a status based on the different options you select in Requisitions screens.

Item Request Status
Some item request status options are selected by the user to indicate how an item request should be processed. Other item request status options are set by the system through a Requisition module process. The options include:

- Open — The status of an item request after it is created and saved if Doc Handling is not changed from No Action.
- On Approval — The status of an item request when the Doc Handling field is changed to Submit for Approval and the document is saved.
- **Approved** — The status of an item request after it is approved by the authorized approver. If approval requirements are not set up in *Item Request Approval* (RQ.510.00), the status will automatically update to Approved when the item request is submitted for approval.

- **Rejected** — The status of an item request after it is rejected by the authorized approver. The requester will have to change or cancel the request if it is rejected.

- **RQ Issued** — The status of an item request after all line items are converted to a requisition.

- **Canceled** — The status of an item request if Cancel is selected in *Doc Handling* and the item request is saved. This action may be necessary if an item request is rejected.

- **Completed** — The status of an item request after all line items are converted to a requisition.

**Requisition Status**

Some requisition status options are selected by the user to indicate how a requisition should be processed. Other requisition status options are set by the system through a Requisitions module process. The options include:

- **Open** — The status of a requisition after it is created and saved if *Doc Handling* is not changed from No Action.

- **On Bid** — The status of a requisition if Submit for Bid is selected in *Doc Handling* and the requisition is saved.

- **Submit for Approval** — The status of a requisition if Submit for Approval is selected in *Doc Handling* and the requisition is saved.

- **Approved** — The status of a requisition that will soon become a purchase order.

- **PO Issued** — The status of an approved requisition after a purchase order is created in *Generate Purchase Orders* (RQ.400.00).

- **Rejected** — The status of a requisition that was rejected by the authorized approver. Rejection of a line item prevents a requisition from becoming a purchase order. A rejected requisition can be re-submitted for approval at a later time.
Other Concepts

Accounts and Subaccounts

The Requisitions module charges transaction detail to General Ledger inventory and expense accounts and subaccounts. Depending on your selections in Default Account and Default Subaccount on the Requisition Setup (RQ.950.00) screen, the account and subaccount numbers originate from one of three sources:

- The account and subaccount numbers as they appear on the item request or requisition.
- The account and subaccount numbers associated with departments in the Department Maintenance (RQ.260.00) screen.
- The account and subaccount numbers associated with the Purchase For type selected for each detail line on an item request or requisition. Purchase For types include Freight Charges, Goods for Inventory, Goods for Project, Goods for Project Inventory, Misc Charges, Non-Inventory Goods, Services for Expense, and Services for Project.

If a required account or subaccount is missing from a Requisitions module screen, and you do not know the correct one to enter, you can display the possible values list and select a valid account or subaccount. Only accounts and subaccounts selected in the Account/Subaccount Access (RQ.350.00) screen will appear on the list.

Addresses

You handle billing, shipping, and vendor address fields similarly in the Requisitions module screens. For all types of addresses:

- **Attention** — Specifies the name of the recipient to whose attention a purchase order or goods are to be forwarded.
- **Address Line 1** — Typically used for a suite number or the name and number of the recipient’s street location.
- **Address Line 2** — Specifies the second line of the recipient’s mailing address. If you use Address Line 1 for a suite, use Address Line 2 for the recipient’s post office box number or the name and number of the recipient’s street location.
- **City** — The municipality where the recipient is located.
- **State/Province** — The state or province where the recipient is located. This is typically the two-letter United States state abbreviation or the three-letter Canadian province code.
- **Postal Code** — Specifies the postal code associated with the recipient’s location; typically the older five-digit ZIP Code or nine-digit ZIP+4 Code for the United States, or the Canadian six-character, alphanumeric postal code.
- **Country/Region** — Specifies the name of the recipient’s country or region and uses an abbreviation of up to three letters.
- **Phone/Ext** — Specifies the recipient’s telephone number and extension.
- **Fax/Ext** — Specifies the recipient’s facsimile number and extension.
- **E-Mail** — Specifies the recipient’s email address.

**Note:** The United States Postal Service delivers mail to the location listed immediately above the city, state, and ZIP Code line, whether that address is a street address or a post office box.
IDs

IDs are unique identifying codes associated with various information in the Requisitions module. IDs make it possible to easily query, track, sort, and manage purchasing items. They can be numeric, alphabetic, or a combination of numeric and alphabetic. You assign most IDs using modules other than the Requisitions module.

Example: If you are entering information for a vendor named Greene, you could assign a vendor ID as GREENE, GRE100, 100GRE, or any other identifying code you care to use.
User Guide Overview

This user guide provides information regarding the setup and use of the Requisitions module. Reviewing the user guide can help you make informed decisions regarding the implementation of this module in your business.

What is Covered in the User Guide?

The user guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Requisitions module. The user guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user guides.

Who Should Use the User Guide?

The user guide is designed for those who are new to the Requisitions module. It provides the information necessary for making decisions regarding how to use this module in order to get the most from your system.

How to Use the User Guide

Read the appropriate section of the user guide before proceeding with any system customizations. The user guide presents the procedures and steps required for completing the various customization processes. To assist you in locating information, the user guide contains:

- A table of contents of logically organized activities and tasks.
- An alphabetized Quick Reference Task List of commonly performed tasks.
- An alphabetized index of the information provided in the user guide.
Task Guidelines

Quick Reference Task List
This list contains tasks that are commonly performed with the Requisitions module. Each task is linked to a specific topic in the user guide.

How do I set up...?
- Modules that the Requisitions module requires — See “Setting up Required Modules” on page 15.
- The Requisitions module — See “Setting up Requisitions” on page 15.
- Standard billing and shipping information — See “Defining Billing and Shipping Defaults” on page 23.
- General Ledger account and subaccount access for users of the Requisitions module — See “Setting up Account and Subaccount Access” on page 27.
- Information about the departments in my organization that will use the Requisitions module — See “Setting up Department” on page 29.
- Authorization levels for an item request or requisition approver — See “Establishing Departmental Approval Authority Levels” on page 29.

How do I create...?
- Item requests — See “Entering Item Requests” on page 39.
- Requisitions — See “Creating Requisitions” on page 48.
- Requisitions from item requests — See “Creating Requisitions from Item Requests” on page 47.

How do I print...?
Item requests, requisitions, and other reports — See “Generating and Printing Reports” on page 67.

How do I approve...?
- Item requests — See “Approving or Rejecting Item Requests” on page 43.
- Requisitions — See “Approving or Rejecting Requisitions” on page 55.

How do I defer...?
Approval authority temporarily — See “Deferring Approval Authority Temporarily” on page 63.

How do I change...?
Purchase orders — See “Creating Purchase Order Change Requests” on page 61.

How do I delete...?
Item requests and requisitions — See “Deleting Detail” on page 62.
Setting up Requisitions

Setting up Required Modules

The first step in preparing to use Requisitions is to set up the modules Requisitions requires: General Ledger, Shared Information, System Manager, Accounts Payable, and Purchasing. Each of these modules affects Requisitions setup and operations.

Setting up Purchasing Accounts in General Ledger

Before setting up the Requisitions module, you need to set up all of your purchasing accounts and subaccounts in the general ledger. See the General Ledger online help or user guide for complete information on how to set up the General Ledger module.

Note: Steps 6 through 9 are optional.

To set up purchasing accounts and subaccounts in General Ledger:

1. Open General Ledger Chart of Accounts Maintenance (01.260.00).
2. Enter a purchasing account number of up to 10 digits and an accompanying description. Note that there are particular number ranges for different account categories.
3. Fill in the rest of the fields and choose the appropriate posting option for this account. Also choose Project Controller options if needed.
4. Click Save on the toolbar.
5. Repeat steps 1 through 4 for all purchasing accounts.
6. If you want to use subaccounts, open Subaccount Maintenance (01.270.00).
7. Enter the subaccount number and a description.
8. Enter the consolidated subaccount and specify if the subaccount is active.
9. Click Save.
10. Repeat steps 6 through 9 for all purchasing subaccounts.
11. Attach your new subaccounts to accounts by filling in the fields in Account/Subaccount Maintenance (01.320.00).

If you are using subaccounts, it is a good idea to divide the subaccount numbers into segments for easier identification and control. For example, if your company has departments, you might want to make department ID a segment of your subaccounts.

Example: Company XYZ's departments are defined by the third segment (XX) of their subaccount xx-xxx-XX-xx-xx-x. The CEO has the ability to purchase against any subaccount, but an employee from a specific department (ex. xx-xxx-07-xx-xx-x) can charge only against their own department.

You must define which segment identifies the department during General Ledger setup. See “Segmenting Subaccounts In Shared Information” for more on setting up subaccount segments.
Segmenting Subaccounts in Shared Information

If you want to use segments in a purchasing subaccount or ID number (that is, you to separate the code segments using dashes), then you need to define those segments in the Shared Information module.

To define code segments in Shared Information:

1. Open Flexkey Definition (21.320.00) in the Shared Information module to define your purchasing subaccount segments.
2. Type in a description and length for each segment.
3. Define the length; select the alignment (left or right), fill character (blanks or zeros), and segment type (numeric, alphanumeric, etc.); indicate whether or not you want the segment validated; and define what the separator should be.
4. Click Save on the toolbar.
5. If you selected Validate for one or more of the code segments, open Flexkey Table Maintenance (21.330.00) and type in the possible values for the segment.
6. Click Save on the toolbar.
7. Generate the Flexkey Definitions (21.920.00) report for a listing of the code segment structure.
8. If you selected Validate for one or more of the code segments, generate the Flexkey Tables (21.930.00) report for a listing of the possible values for these segments.

Defining User and Group Access in System Manager

You or your system manager will use access rights to determine who can view, update, insert, delete, or enter information into various screens. You need to define users, groups, and passwords before setting up access rights. See the System Manager help or user guide for more detailed information about defining user and group access.

To define users, groups, and passwords:

1. Choose System Manager | Access Rights Maintenance to open Access Rights Maintenance (95.270.00).
2. Select User or Group from the Type list.
3. Type the user or group ID in Group/User ID.
4. Type the company ID in Company ID or select All Companies.
5. Click Preload to access Preload Screens (95.270.01).
6. Select Requisitions to view the screens for the Requisitions module and click OK.
7. In Access Rights Maintenance (95.270.00), all the screen numbers from the Requisitions module will display in Screen/Report Number. Use the rest of the options in this screen to specify the rights level the user or group has in each screen.
8. Click Save on the toolbar.
9. Repeat this procedure for all users and groups.
Setting up Material Types in Shared Information

Use Material Type Maintenance (21.370.00) to identify and track groups of materials that are used for similar purposes. For example, you might group your materials into the following types: accessory, finished goods, overhead, packaging, raw material, and subassembly.

To set up material types:
1. Choose Shared Information | Material Type Maintenance to open Material Type Maintenance (21.370.00).
2. Enter the ID that you will use for the new material type you are creating.
3. Type the description of the material type you are creating.
4. If you do not want to make this material type available for use right away, change the status to Inactive. Otherwise, press TAB to move to the Buyer field.
5. In Buyer, press F3 to display a list of buyers, and then select the buyer associated with this material type.
   If you need to add a buyer to select:
   a) Click the Insert button to open the Buyer Maintenance (21.380.00) screen.
   b) Enter the buyer information, and then click Save.
   c) Close the screen.
   d) Click OK to select the buyer for the material type.
6. The Material Type Maintenance (21.370.00) screen will reappear with the buyer inserted in the field.
7. Click Save.
8. Repeat this procedure for all material types you would like to add.

Setting up Authority Levels in Shared Information

In Authority Level Maintenance (21.390.00), you decide how users will view item requests and requisitions. You must set up authority levels for all Requisitions users prior to the module’s initial use. The three authority levels are:

- User — The user can open only item requests or requisitions they have entered.
- Department — The user can open any item request or requisition entered for their own department.
- All — The user can open all item requests or requisitions.

To set up Authority Levels:
1. Choose Shared Information | Authority Level Maintenance to open the Authority Level Maintenance (21.390.00) screen.
2. Press F3 to display a list of users.
3. Click OK to select the user you would like to add to the Authority Level list.
4. Complete the information by choosing which level of authority you would like to give this user.
5. Click Save.
6. Repeat this procedure for any user who needs to access documents in the Requisitions module.

Note:
- The default authority level is User.
- In Requisitions, the SYSADMIN user does not have automatic access to view all documents.
Setting up Vendor Information in Accounts Payable

Vendor IDs are set up in the Accounts Payable module. The following procedure is a general guide for defining vendor information. Note that you can also add vendor IDs using the Quick Maintenance feature. See the Accounts Payable online help or user guide for more detailed instructions.

To define vendor information:
1. Open Shared Information Terms Maintenance (21.270.00) and enter all vendor terms.
2. Develop a vendor ID coding system with a unique identification code for each vendor.
3. Open Accounts Payable Vendor Maintenance (03.270.00).
4. Enter a vendor ID and the associated information for that vendor.
5. Click Save.
6. Repeat steps 4 and 5 for all vendors.
7. Print the Vendors (03.670.00) report and verify that all vendor information was entered accurately.

Selecting Process Options in Purchasing

If you or someone in your organization has not already configured basic setup options in Purchasing, use the following steps to do so. Choose your options carefully, as your selections will have a broad impact on the running of Purchasing and other modules. See the Purchasing user guide or help for detailed descriptions of each of the fields in this tab.

To select setup options for Purchasing:
1. Open PO Setup (04.950.00).
2. Click the Options tab.
3. Indicate whether you want to use automatic numbering in purchase orders and receipts.
4. Enter the last purchase order number, last receipt number, last batch number, and periods to retain transactions.
5. Select options for default unit cost, voucher/adjustment debit transaction description, and the action that will be taken in the case of a voucher quantity error.
6. Enter values for inventory item carrying cost, setup cost, administrative lead time, and user-defined demand periods.
7. Enter the desired decimal precision. Decimal precision cannot be greater than that used in Inventory.
8. Select purchase order printing options.
9. Identify the inventory cross reference options that you want to use.
10. Select whether you want to reopen closed purchase orders on return and create adjustment debit from returns, or default receipt units from inventory stocking units.
11. Click Save.
Defining Bill-To/Ship-To Defaults in Purchasing

If you or someone in your organization has not already set up default billing and shipping addresses in Purchasing, use the following steps to do so. See the Purchasing user guide or help for detailed descriptions of each of the fields in this tab.

To enter default billing and shipping addresses:
1. Click the **Bill-to/Ship-to Defaults** tab.
2. Enter address, phone, and fax information for the location to which you typically want vendors to send invoices.
3. Enter address, phone, and fax information for the location to which you typically want vendors to ship orders.
4. Click **Save**.

Selecting Default Accounts and Subaccounts in Purchasing

Use the following procedure to select default purchase order accounts and subaccounts. See the Purchasing module user guide or online help for detailed descriptions of each of the fields in these tabs.

To select default accounts and subaccounts:
1. Click the **PO Accounts** tab.
2. Enter a default accounts payable accrual account.
3. Enter a default accounts payable accrual subaccount.
4. Enter a default non-inventory account.
5. Enter a default non-inventory subaccount.
6. Enter a default freight account.
7. Enter a default freight subaccount.

   **Note:** These accounts are used with other modules and must first be set up in the General Ledger module. See the General Ledger online help or user guide for more information.

8. Click **Save**.

Setting up Optional Modules

To configure optional modules that integrate with the Requisitions module, such as Inventory and Project Controller, refer to the online help or user guide for each module.
Defining Requisitions Module Processing Options and Defaults

After you have determined which optional modules to use and have finished configuring them, you can begin setting up the Requisitions module.

Before you can use any Requisitions screen, you first must complete Requisition Setup (RQ.950.00). Use Requisition Setup (RQ.950.00) to adapt the Requisitions module to the structure of your organization.

Requisitions Configuration Options

Some options in the Requisition Setup (RQ.950.00) screen are available as defaults for ease of setup. There are also specific options used to designate business practices. These options need to be considered carefully before you set up the Requisitions module and enter information in Requisition Setup (RQ.950.00).

Default Options

Requisition Setup (RQ.950.00) allows you to choose account and subaccount default values for item request and requisition detail lines. Valid accounts and subaccounts must be set up for the Requisitions module user in the Account/Subaccount Access (RQ.350.00) screen. Account and subaccount defaults can be replaced as long as the user has been granted access to the replacement account and subaccount.

Months to Retain Requisitions

Requisition Setup (RQ.950.00) allows you to choose the number of months that completed or cancelled requisitions will be retained in the system. The Delete Detail (RQ.550.00) screen uses the value entered here to determine the retention time for requisitions.

Months to Retain Item Requests

Requisition Setup (RQ.950.00) allows you to choose the number of months that completed or cancelled item requests will be retained in the system. The Delete Detail (RQ.550.00) screen uses the value entered here to determine the retention time for item requests.

Change Request Re-Approval %

Requisition Setup (RQ.950.00) allows you to set the percentage of allowable change in the price on a purchase order. If a purchase order is changed and the cost is increased over the percentage set, the change request must be re-approved. If zero percent is selected, then all change requests require approval.

Over Budget Warning

Budget balances are calculated when an item request or requisition is submitted for approval. The budget warning options are:

- None — No warning message.
- Warning Only — A warning will be issued when an item exceeds the budget. However, the approval process can continue.
- Do Not Allow — A warning will be issued when an item exceeds budget. The item cannot be submitted for approval.
Allow Requests for Bid
This option will determine if you allow the user to submit a bid for pricing. Before submitting a requisition for approval and issuing a purchase order, a user can create a requisition and send it to several vendors to determine which vendor will offer the best price.

With the check box selected, the Submit for Bid option is available in the Doc Handling list on the Requisition (RQ.110.00) screen. A valid vendor ID is not required to generate a bid submission to a potential supplier.

Allow New Vendor Entry
This setting will determine if you allow the user to add a new vendor in the Vendor Evaluation (RQ.113.00) screen. This screen can be accessed by clicking the Vendor Evaluation button on the Requisition (RQ.110.00) screen, Vendor Information tab.

Approval Type
This setting will determine if each line item in a transaction has a separate approval path or if the entire transaction is approved together. The two choices are:

- Detail — Each line item on the Item Request (RQ.100.00) screen or the Requisition (RQ.110.00) screen will be approved separately and will have its own approval path.
- Header — All line items on the Item Request (RQ.100.00) screen or the Requisition (RQ.110.00) screen will be approved as one transaction.

Department Maintenance
There are two choices for Department Maintenance:

- Subaccount — Selecting this option requires you to identify which segment of the subaccount designates a department or cost center. The segment number must be entered in the Subaccount Department Identifier field.
- User Defined — If your company cannot define departments by one segment of the subaccount, select the User Defined option. This allows the user to enter any value for a department ID.

Req to PO
In Requisition Setup (RQ.950.00), you can specify which fields in the header or detail areas of the screen will be copied from the requisition to the purchase order during the Generate Purchase Orders (RQ.400.00) process.

Bill to/Ship to Defaults
In Requisition Setup (RQ.950.00), you can enter a default billing and shipping address for use by a vendor. This is done in the Bill To / Ship To Defaults (RQ.950.01) screen.

Selecting Setup Options
Use the following procedure to select basic setup options for the Requisitions module. Choose your options carefully, as your selections will have a broad impact on the running of Requisitions and other modules. See “Requisition Setup (RQ.950.00)” on page 183 for detailed information about this screen.
To select setup options for Requisitions:

1. Open Requisition Setup (RQ.950.00).

![Figure 2: Requisition Setup (RQ.950.00)](image)

2. Enter the last requisition number and last item request number. Each requisition and item request must have a unique identifying number which will be assigned in sequential order. When you are setting up the Requisitions module, the value in Last PO/Requisition Nbr should be at least the last purchase order number created in the software. To verify this number, open the Options tab of the PO Setup (04.950.00) screen in the Purchasing module. Check the Last PO Number field.

3. Enter the number of Months to Retain Requisitions and Months to Retain Item Requests.

4. In Change Request Re-Approval %, enter the percentage of allowable change in the price on a purchase order before re-approval is required. If this is set to zero percent, all change requests will require a re-approval.

5. Select the ID of the budget ledger you want to use.

6. Choose which Budget Calculation you want to use, YTD Values or Annual Value.

7. Select the type of warning you would like for the IR Over Budget Warning.

8. Select the type of warning you would like for the RQ Over Budget Warning.

9. Select Allow Requests for Bids to give users the ability to generate a request for bid during requisition entry.

10. Select Allow New Vendor Entry to give users the ability to enter new vendors in the Accounts Payable module during requisition or item request entry.

11. Select the Default Account method.

12. Select the Default Subaccount method.

13. Choose the Approval Type.

14. Choose the Department Maintenance type.
15. Select the **Subaccount Department Identifier** if Subaccount was selected in the **Department Maintenance** box. This will be the segment number used to identify the department. Review the Shared Information Flexkey Definition (21.320.00) screen to determine the segment that is used for the department.

16. Click **Save**.

**Defining Billing and Shipping Defaults**

The default billing and shipping information is defined on the **Bill To / Ship To Defaults** (RQ.950.01) screen. See “Bill To / Ship To (button)” on page 187 for information about this screen.

**To enter default billing and shipping addresses:**

1. In the **Requisition Setup** (RQ.950.00) screen, click the **Bill To / Ship To** button.

![Figure 3: Bill To / Ship To Defaults (RQ.950.01)](image)

**Note:** You will be prompted to copy the information from the Bill-to/Ship-to Defaults tab of the **PO Setup** (04.950.00) screen in the Purchasing module.

2. In the Default **Billing Address** area of the screen, enter or change contact, address, phone, fax, and email information for the location where vendor invoices should be sent.

3. In the Default **Ship To** area, enter or change contact, address, phone, fax, and email information for the location where shipments from vendors should be sent.

4. Click **Save**.
Setting up Departments

Use Department Maintenance (RQ.260.00) to define the department ID, as well as shipping, contact, and account and subaccount information for the department that will be using the Requisitions module. This department-specific information is utilized when an item request or requisition is created. Each Requisitions module user is linked to a department.

If Department Maintenance on Requisition Setup (RQ.950.00) screen is set to Subaccount, department ID is determined by Subaccount Department Identifier in Requisition Setup (RQ.95.00). If Department Maintenance in Requisition Setup (RQ.950.00) is set to User Defined, any value can be entered as a department ID.

Example: A company has a subaccount segment that defines the cost centers for marketing, engineering, customer service, and administration. This segment is specified in Subaccount Department Identifier in the Requisition Setup (RQ.950.00) screen. The Department Maintenance (RQ.260.00) screen is utilized to select each segment as a department and define shipping information and default expense accounts.

When a requisition is created, the system refers to the shipping information of the user who is entering the requisition. The shipping information specified in the Department Maintenance (RQ.260.00) screen overrides the default shipping information entered in the Requisition Setup (RQ.950.00) screen. If no shipping information is defined in the Department Maintenance (RQ.260.00) screen, the shipping information in Requisition Setup (RQ.950.00) will be used. If no shipping information is defined in Requisition Setup (RQ.950.00) screen, the shipping information in PO Setup (04.950.00) will be used.

The account and subaccount specified in the Default Dept Expense Account/Subaccount area of the Department Maintenance (RQ.260.00) screen establishes the general ledger account and subaccount that will be charged for line items entered on an item request or requisition if the Default Account or Default Subaccount in Requisition Setup (RQ.950.00) is set to Department. If Default Account or Default Subaccount is set to Purchase For, the account and subaccount specified here will not be used. Instead, the account and subaccount specified for the Purchase For type will be used.

The department ID is used in the Item Request (RQ.100.00) and Requisition (RQ.110.00) screens primarily to determine the appropriate approval path for a line item. The Subaccount possible values lists in Item Request (RQ.100.00) and Requisition (RQ.110.00) will only display subaccounts that have been assigned to the user in Account/Subaccount Access (RQ.350.00).
**Note:** The Requisitions module will not recognize a department until it is set up in the Department Maintenance (RQ.260.00) screen. This screen must be completed prior to completing the Department Assignment (RQ.280.00) screen.

If you chose Subaccount in Department Maintenance on the Requisition Setup (RQ.950.00) screen, follow these steps:

1. Choose Requisitions | Department Maintenance to open the Department Maintenance (RQ.260.00) screen.
2. In Dept ID, type the subaccount segment that contains the department as defined in the Flexkey Definition (21.320.00) screen.
3. The description of the segment, as it is listed in Flexkey Definition (21.320.00), will display in the Description box.
4. All the options under Ship To default from the information you entered in the Requisition Setup (RQ.950.00) screen or the PO Setup (04.950.00) screen. If you need to specify shipping addresses for individual departments, change the address information here.
5. Under Contact Info, enter a phone number, fax number, and email address for the department. This might be a department manager’s information.
6. Account and Subaccount are specific to the department that is being defined. If Default Account or Default Subaccount in Requisition Setup (RQ.950.00) is set to Department, the account and subaccount entered here will appear on item requests and requisitions when a user from this department enters them. If Default Account or Default Subaccount is set to Purchase For in Requisition Setup (RQ.950.00), the values specified here will not be used. Instead, the account and subaccount specified for the Purchase For type will be used. They can be changed.
7. Click Save.
8. Repeat the previous steps for all departments.
If you chose User Defined in **Department Maintenance** on the *Requisition Setup* (RQ.950.00) screen, follow these steps:

1. Choose **Requisitions | Department Maintenance** to open the *Department Maintenance* (RQ.260.00) screen.
2. In **Dept ID**, enter the identifier for the department you are setting up.
3. Type a description in the box provided.
4. All the options under Ship To default from the information you entered on the *Requisition Setup* (RQ.950.00) or *PO Setup* (04.950.00) screen. If you need to specify shipping addresses for individual departments, change the address information here.
5. Under Contact Info, enter the phone number, fax number, and email address for the department. This might be a department manager’s information.
6. **Account** and **Subaccount** are specific to the department that is being defined. If **Default Account** or **Default Subaccount** in *Requisition Setup* (RQ.950.00)is set to Department, the account and subaccount values entered here will appear on item requests and requisitions when a user from this department enters them. If **Default Account** or **Default Subaccount** in *Requisition Setup* (RQ.950.00) is set to Purchase For, the values specified here will not be used. Instead, the account and subaccount specified for the Purchase For type will be used. They can be changed.

7. Click **Save**.
8. Repeat the previous steps for all departments.

### Creating Department Assignments

The *Department Assignment* (RQ.280.00) screen associates users with departments.

Requisitions module users must be assigned to at least one department. They can be assigned to multiple departments if necessary.

![Department Assignment (RQ.280.00)](image)

**Figure 5**: Department Assignment (RQ.280.00)

**To create a department assignment:**

1. Choose **Requisitions | Department Assignment** to open the *Department Assignment* (RQ.280.00) screen.
2. Enter a valid department ID as defined in the *Department Maintenance* (RQ.260.00) screen.
3. Use **TAB** to move to **User ID**.
4. Press **F3** to display a list of users, and then select the user you would like to add to this department.
5. Click **OK**.
6. Repeat steps 4 and 5 for each user you would like to add to this department.
7. Click **Save** when all users are added to the department.
8. Repeat these steps for all departments.

**Setting up Account and Subaccount Access**

The *Account / Subaccount Access* (RQ.350.00) screen limits the accounts and subaccounts that a user can select when entering an item request or requisition. A user id is entered and then linked to a specific list of accounts and subaccounts. Accounts and subaccounts are entered on their respective access tabs. Groups of accounts or subaccounts can be added using the **Load Range** function, or they can be added all at once by selecting the **Load All** button. In addition, account and subaccount access can be copied between users. Accounts and subaccounts can be removed by deleting them from the detail grid.

**Example:** Company XYZ’s departments are defined in the first segment of their subaccount [XX-xxx-xx-xx-xx-xx]. The CEO has the ability to purchase against any subaccount, but an employee from a specific department [such as 01-xxx-xx-xx-xx-xx] can only charge against their department. For the CEO’s setup, the **Load All** button would be used to load all active subaccounts. For the employee assigned to department 01, the **Load Range** button would be used after a range is defined that includes all subaccounts that start with 01.

![Account/Subaccount Access (RQ.350.00)](image)

Figure 6: Account / Subaccount Access (RQ.350.00)

**To complete a department assignment:**

2. Enter the valid **User ID**. The user name will display.
3. In the **Account Access** tab, enter an account number for the start of the range in the **From** box.
4. In the **To** box, enter the highest account number in the range.
5. Click the **Load Range** button. Accounts in the range entered will display in the detail grid.
6. Make changes as needed by deleting accounts or adding them to the list.
7. Click **Save**.
8. Click the **Subaccount Access** tab.
9. In the **From** box, enter the beginning subaccount number.
10. In the To box, enter the ending subaccount number.
11. Click Load Range. Subaccounts will display in the detail grid for the range you entered.
12. Make changes as needed by deleting subaccounts or adding them to the list.
13. Click Save.
14. To copy this information to another user ID, click the Copy To button. The Copy Accounts to User List (RQ.350.02) screen will display.

![Copy Accounts to User List (RQ.350.02)](image)

Figure 7: Copy Accounts to User List (RQ.350.02)

15. Click the first available cell under in the User ID column, and then type the identifier for the user who will have the same access as the user whose access you just defined, or click F3 to display the possible values list to make a selection.
16. When you are finished selecting all of the users to copy the account access list to, click Begin Processing. The Process Status window will flash and disappear when the process is finished.
17. Click the Exit button to return to the Account / Subaccount Access (RQ.350.00) screen.
18. Repeat steps 2 through 17 until all users’ account and subaccount access is set up.
Establishing Departmental Approval Authority Levels

In the Department Approval Maintenance (RQ.290.00) screen, you can set up levels of approval authority and associated dollar limits for each department. You can then assign approval authority levels to users in the departments.

Note:

- Item requests and requisitions are automatically approved upon entry if Department approval authority levels are not defined for the document
  - OR -
  The user that enters the item request or requisition is defined as an approver of the document and the approval requirements assigned to that approver are met.

- In the Requisition module, the SYSADMIN user does not have automatic authority to approve all documents.

For standard items on a department’s item request or requisition, the following might be true:

- The supervisor is able to approve all purchases under $5,000.
- The manager is able to approve all purchases under $10,000.
- The CEO can approve purchases for any amount.

For this case, the options under Approval Authority Setup on the Department Approval Maintenance (RQ.290.00) screen would be set up as follows:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Standard Request</td>
<td>No</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>Standard Request</td>
<td>No</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>Standard Request</td>
<td>No</td>
<td>$99,999,999.99</td>
</tr>
</tbody>
</table>
The options under Approval Authority Assign would be set up as:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Standard Request</td>
<td>No</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Level 2</td>
<td>Standard Request</td>
<td>No</td>
<td>Manager</td>
</tr>
<tr>
<td>Level 3</td>
<td>Standard Request</td>
<td>No</td>
<td>CEO</td>
</tr>
</tbody>
</table>

For capital items, the following might be true:

- The supervisor cannot approve purchases.
- The manager can approve all purchases under $5,000.
- The CEO can approve purchases for any amount.

The Approval Authority Setup would be:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Capital Request</td>
<td>No</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>Capital Request</td>
<td>No</td>
<td>$99,999,999.99</td>
</tr>
</tbody>
</table>

The Approval Authority Assignment setup would be:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Capital Request</td>
<td>No</td>
<td>Manager</td>
</tr>
<tr>
<td>Level 2</td>
<td>Capital Request</td>
<td>No</td>
<td>CEO</td>
</tr>
</tbody>
</table>

To create department approval authority levels and assign them to users:

1. Choose **Requisitions | Department Approval Maintenance** to open **Department Approval Maintenance** (RQ.290.00).
2. Enter a valid department ID as defined in the **Department Maintenance** (RQ.260.00) screen. The department name will display.
3. In **Document Type**, choose Item Request or Requisition from the list.
4. In the **Authority** column under Approval Authority Setup, type **Level 1** in the first cell.
   
   **Note:** Authority levels must be entered in sequential order, starting with **Level 1**.
5. In **Request Type**, select Capital Request or Standard Request.
6. Select Yes or No from the **Budgeted** list.
7. Enter the **Dollar Limit** for purchases approved for this request type.
8. Add comments as needed.
9. Repeat steps 4 through 8, incrementing the level number for other levels until all levels for this request type are identified.
10. In the **Authority** column under Approval Authority Assign, type **Level 1**.
11. In **Request Type**, select Capital Request or Standard Request.
12. Select Yes or No from the **Budgeted** list.
13. In **User ID**, type the identification code for the user who is assigned to this level and request type for the document type you are defining. The user’s name will display.
14. Repeat steps 10 thru 13 for each user who has approver authority.
15. Click **Save**.
16. Repeat these steps for every department and document type combination.
Note: You can copy a department’s approval authority settings to another department by clicking either the IR/RQ Copy To Department button or the RQ Copy to Department button. You can then edit the information you copied to the department.

17. After your work in Department Approval Maintenance (RQ.290.00) is finished, print the Department Approvals (RQ.605.00) report to verify the accuracy of the approval authority levels and assignments.

Note:
- Entries in the Department Approval Maintenance (RQ.290.00) are sorted by level during data entry. However, after the screen is saved and reopened, similar approval combinations will be grouped together.
- Only the dollar limit can be changed in an existing approval authority level. Other changes will make it necessary to create a new authority level.
- You may only delete an approval authority level if it has not been assigned to a user. If you attempt to delete an assigned authority level, System Message 58, “This record cannot be deleted. It is in use elsewhere in the system,” appears.
Optional Setup

Project Approval Maintenance

In the Project Approval Maintenance (RQ.300.00) screen, you can set up levels of approval authority and associated dollar limits for projects that are defined in Project Controller. You can then assign the approval authority levels to specific users. Project approvals will override department approvals.

Note: Project Controller must be installed for use by the project approver process.

![Figure 9: Project Approval Maintenance (RQ.300.00)](image)

For standard items on an item request or requisition, the following might be true:

- The supervisor is able to approve all purchases under $5,000.
- The manager is able to approve all purchases under $10,000.
- The CEO can approve purchases for any amount.

The Approval Authority Setup on the Project Approval Maintenance (RQ.300.00) screen would be set up as follows:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Standard Request</td>
<td>No</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>Standard Request</td>
<td>No</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>Standard Request</td>
<td>No</td>
<td>$99,999,999.99</td>
</tr>
</tbody>
</table>
The options under Approval Authority Assignment would be set up as:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Standard Request</td>
<td>No</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Level 2</td>
<td>Standard Request</td>
<td>No</td>
<td>Manager</td>
</tr>
<tr>
<td>Level 3</td>
<td>Standard Request</td>
<td>No</td>
<td>CEO</td>
</tr>
</tbody>
</table>

For capital items the following might be true:
- The supervisor cannot approve purchases.
- The manager can approve all purchases under $5,000.
- The CEO can approve purchases for any amount.

The Approval Authority Setup would be:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>Dollar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Capital Request</td>
<td>No</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>Capital Request</td>
<td>No</td>
<td>$99,999,999.99</td>
</tr>
</tbody>
</table>

The Approval Authority Assignment setup would be:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Request Type</th>
<th>Budgeted</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Capital Request</td>
<td>No</td>
<td>Manager</td>
</tr>
<tr>
<td>Level 2</td>
<td>Capital Request</td>
<td>No</td>
<td>CEO</td>
</tr>
</tbody>
</table>

To create approval authority levels for projects and assign the authority levels to users:

1. Choose Requisitions | Project Approval Maintenance to open Project Approval Maintenance (RQ.300.00).
2. Enter a valid Project ID as defined in the Project Controller module.
3. In Document Type, choose Item Request or Requisition from the list.
4. In the Authority column under Approval Authority Setup, type Level 1 in the first cell. **Note:** Authority levels must be entered in sequential order, starting with Level 1.
5. In Request Type, select Capital Request or Standard Request.
6. Select Yes or No from the Budgeted list.
7. Enter the Dollar Limit for purchases approved for this request type.
8. Enter comments as needed.
9. Repeat steps 4 through 8, incrementing the level number for other levels, until all levels for this request type are identified.
10. In the Authority column under Approval Authority Assign, type Level 1.
11. In Request Type, select Capital Request or Standard Request.
12. Select Yes or No from the Budgeted list.
13. In User ID, type the identification code for the user who will be assigned to this level for the document type you are defining. The user’s name will display.
14. Repeat steps 10 thru 13 for each user who has approver authority for project-related item requests or requisitions.
15. Click Save.
16. Repeat these steps for each project and document type combination.
Note: You can copy a project’s approval authority settings to another project by clicking either the IR/RQ Copy To Project button or the RQ Copy To Project button. You can then edit the information you copied into the project.

17. After your work is finished in Project Approval Maintenance (RQ.300.00), print the Project Approvals (RQ.607.00) report to verify the accuracy of the approval authority levels and assignments.

Creating Policy IDs

The Policy Maintenance (RQ.270.00) screen is an optional setup screen. When an organization has specific approval and budgetary requirements for departments or projects, a policy can be defined to facilitate a parallel approval path for specified categories of items. A policy ID and corresponding description are entered in the Policy Maintenance (RQ.270.00) screen. The defined policy IDs are then utilized in the Policy Approval Maintenance (RQ.310.00) screen to establish approval rules and paths.

Example: The purchase of computer equipment needs to be approved by both the budget department manager and the information technology (IT) manager. A material type of Computer Equipment is created, and a Policy ID of IT is defined in the Policy Maintenance (RQ.270.00) screen. When a requisition is submitted for approval that includes items with the Computer Equipment Material Type, a parallel approval path is triggered. The requisition will not receive a status of approved until the approval requirements for both the department and the policy are met. Both the department manager and the IT manager would have to approve the requisition before the purchase order can be generated.

Figure 10: Policy Maintenance (RQ.27000)

To create policy IDs:
1. Choose Requisitions | Policy Maintenance to open Policy Maintenance (RQ.270.00).
2. Enter a policy ID.
3. In the Description box, type a description for the policy.
4. The default status is Active. Change this to Inactive if you do not want to use the policy right away.
5. Click Save ..
6. Repeat these steps for all policies you want to add.
Setting up Policy Approval Requirements

The optional policy approval process is defined by an organization’s protocol. If the organization has specific approval requirements in addition to budgetary requirements for departments or projects, then a policy can be defined to facilitate the approval requirements for specified categories of items. A policy ID and corresponding description are entered in the Policy Maintenance (RQ.270.00) screen prior to establishing policy approval requirements.

![Policy Approval Maintenance (RQ.310.00)](image)

In the Policy Approval Maintenance (RQ.310.00) screen, you define the levels and material types associated with each policy. In addition, a user must be assigned for each approval level defined. A policy must have at least one approval level.

Each item on a requisition must be associated with a material type. Material types are defined in the Shared Information Material Type Maintenance (21.370.00) screen. They describe categories of product or services that are purchased. For example, a request for pens and paper might be defined as an Office Supplies material type with a material ID of OFFICESUPL. A request for a monitor and computer might be defined as a Computer Hardware material type and have a material ID of COMPHARDW.

The Requisition (RQ.110.00) screen uses parallel approval paths for items requiring both department and corporate policy approvals. This is accomplished by associating policies with material types.

**Example:** The purchase of computer equipment needs to be approved by both the department manager initiating the purchase and the information technology (IT) manager. COMPHWARE is set up as a material type and a policy ID of IT is defined in the Policy Maintenance (RQ.270.00) screen. Whenever a requisition is submitted for approval that includes items with the COMPHWARE material type, a parallel approval path is used. The requisition will not receive a status of Approved until the approval requirements for both the department and the policy are met. Both the department manager and the IT manager must approve the requisition before the purchase order can be generated.
For this example, **Authority** and **Material Type** in the Approval Authority Setup area of the *Policy Approval Maintenance* (RQ.310.00) screen would be completed as follows. Note that only one authority level is needed since the department manager’s approval will follow the department approval path.

<table>
<thead>
<tr>
<th>Authority</th>
<th>Material Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>COMPHWARE</td>
</tr>
</tbody>
</table>

In the Approval Authority Assign area, **Material Type** and **Name** would be completed as:

<table>
<thead>
<tr>
<th>Authority</th>
<th>Material Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>COMPHWARE</td>
<td>JSMITH</td>
</tr>
</tbody>
</table>

**To complete the Project Approval Maintenance:**

1. Choose **Requisitions | Policy Approval Maintenance** to open *Policy Approval Maintenance* (RQ.310.00).
2. Enter a valid policy ID.
3. **Document Type** defaults to Requisition.
4. In the **Authority** box under Approval Authority Setup, type **Level 1**. Authority levels must be entered in sequential order, starting with Level 1.
5. Enter the **Material Type**.
6. Enter comments as needed.
7. Repeat steps 4 through 6 for all levels needed for this document type.
8. In the **Authority** box under Approval Authority Assign, type **Level 1**.
9. Enter the **Material Type**.
10. In **User ID**, type the identification code of the user.
11. Repeat steps 8 through 10 for all levels needed for this document type.
12. Click **Save**.
13. Repeat these steps for all policies.

**Setting up Approval Notification Email Messages**

Approval notifications can be transmitted to approvers using email. This can be done through the Communicator module or by using the Messaging Application Programming Interface (MAPI). The Requisition Information Agent (RIA), which uses the *Requisition Information Agent* (RQ.RIA.00) screen, automatically sends email notifications to a specified user when item requests are approved, rejected, or need to be reviewed. It also lets the user know about approved item requests that qualify for consolidation.

**Note:**
- To prevent launch errors, make sure that your Internet connection is set up and working properly before you run the RIA.

**Communicator**

The Requisitions module uses Communicator as the default method to send email messages. If Communicator is not registered, Requisitions uses the MAPI email method of messaging. See the Communicator user guide or online help for detailed information about setting up the module.
MAPI Email

Note: If you are using Microsoft Exchange, the Microsoft Office Outlook 97 client or an earlier version must be installed on the machine that will run the RIA. If you are not using Microsoft Exchange, the Microsoft Office Outlook XP client or earlier must be installed.

To install and set up MAPI:
1. Verify that all user IDs defined in Microsoft Dynamics SL, including the SYSADMIN user, have valid email accounts. Email addresses are entered in the System Manager User Maintenance (95.260.00) screen.
2. Designate the ID of the user that will send requisition email notifications. This can be the SYSADMIN user.
3. Grant users access rights to the Requisition Information Agent (RQ.RIA.00) screen using the System Manager Access Rights (95.270.00) screen.
4. Log on to Microsoft Dynamics SL as a user who has access to the RIA.
5. Select Requisitions | Requisition Information Agent. The Requisition Information Agent (RQ.RIA.00) screen appears.

![Figure 12: Requisition Information Agent (RQ.RIA.00)](image)

6. Enter the Process Interval in Minutes, which determines how often the program will send waiting notifications.
7. In the User Receiving Error E-mail Messages box, enter the ID of the user who will receive the email notifications.
8. Click Start to begin the notification process.
9. If an urgent item request is issued after you click Start, but the time you defined in Process Interval in Minutes has not yet elapsed, click Process Now to send the notification immediately.
Preparing Requisitions for Regular Transactions

After all entries are made in Requisitions Setup (RQ.950.00) and other setup steps described in the previous sections are complete, you must get the Requisitions module ready for daily use. You may have goods on requisitions that are not yet ordered. Entering these open requisitions provides full access to them in the Requisitions module.

**Note:** If you have been using the Purchasing module, you will need to consider carefully when you will transition to using the Requisitions module to create your purchase orders. After a requisition is entered, all purchase orders should be processed in the Requisitions module.

**To prepare Requisitions for regular transactions:**

1. Enter information about your organization's open requisitions in the Requisition (RQ.110.00) screen. See “Creating Requisitions” on page 48 for step-by-step instructions on how to enter requisitions.

   ![Requisition (RQ.110.00)](image)

   *Figure 13: Requisition (RQ.110.00)*

2. Click the **Print** button to print the Requisition (RQ.650.00) form, and then verify the accuracy of the requisition initial data.

You are now ready to begin regular entry and management of requisition information.
Processing Requisition Transactions

These procedures give details on how to create item requests, requisitions, and purchase orders in the Requisitions module. They also explain how to approve item requests and requisitions and submit requisitions for bid.

Processing Item Requests

You create an item request in the Item Request (RQ.100.00) screen. An item request is issued when goods or services are needed. After reviewing the item request, the approver decides whether to approve it and create a requisition or to reject the item request. After approving the item request, the approver might decide to consolidate several item requests to create the requisition.

Entering Item Requests

The Requisitions module provides two points of entry, the Item Request (RQ.100.00) screen and the Requisition (RQ.110.00) screen. Requests for goods or services to be purchased are created in the Item Request (RQ.100.00) screen. These requests can then be routed for approval (optional). Like types of items from multiple item requests can be consolidated into a single requisition, but all line items on the requisition maintain a reference to the originating item request. The resulting requisition can be edited, submitted to vendors for request for bids if needed, and ultimately used to create a purchase order.

![Item Request (RQ.100.00)](image)

Figure 14: Item Request (RQ.100.00)
To enter an item request:
1. Open Item Request (RQ.100.00).
2. In IR Nbr, an item request number will be assigned automatically when the item request is saved.
3. The date will default to the system date.
4. Status will default to Open when the item request is first created.
5. In Doc Handling, choose No Action, Submit for Approval, or Cancel to determine how the item request will be processed.
6. In Description, type a brief description of this item request.
7. Copy From gives you the ability to copy the detail from another item request that is similar to the one you are creating. In the Copy From box, type the other request’s IR Nbr, or press F3 on the keyboard and select the item request you want to copy from.
8. In Priority Status, choose from the list the priority you want to assign to your item request.
9. Use TAB to navigate to the User Defaults tab.
10. User ID defaults to the Microsoft Dynamics SL login ID of the user entering the item request. Enter a valid user ID or press F3 and select a user ID from in the list.
   Note: This field can be changed for situations where the user is entering an item request for another individual in the organization. The user entering the item request must have access to the department or project accounts and subaccounts. The user entering the item request must also be granted the Department or All authority level in the Shared Information Authority Level Maintenance (21.390.00) screen to view the document after it is created.
11. Dept ID displays the department of the user in User ID.
12. Company defaults to the company ID of the database that the user is logged on to. To change the company ID, press F3 and select another company from the list.
13. Click the Header Defaults tab.
14. (Optional) Enter a Material Type, or press F3 and select a material type from the list. The material type will be the same for all line items in this item request. Material types are defined in the Shared Information Material Type Maintenance (21.370.00) screen.
15. (Optional) In Vendor ID, enter the identification number of the vendor that will receive the purchase order, or press F3 and select a vendor from the list. The vendor ID will be the same for all the line items on this item request. Vendors are defined in the Accounts Payable Vendor Maintenance (03.270.00) screen.
16. In Project, enter the project identification number, if applicable, that will be attached to this item request, or press F3 and select a project from the list. The project will be the same for all the line items on this item request. Projects are defined in the Project Controller module.
17. In Task, enter the project task, if applicable, that will be attached to this item request, or press F3 and select a task from the list. The task will be the same for all the line items on this item request. Tasks are defined in the Project Controller module.

Completing the Line Items Tab
1. Use TAB to navigate to the Line Items tab.
2. In Purchase For, select the appropriate option from the list.
3. In Inventory ID if Purchase For is set to Goods for Inventory, Goods for Project, Goods for Project Inventory, Non-Inventory Goods, Services for Expense, and Services for Project, enter the identification code for the inventory item that is being requested, or press F3 and select an inventory ID from the list. Inventory IDs are defined in the Inventory module’s Inventory Items (10.250.00) screen.
4. **Description** displays automatically if an inventory ID was entered. It is the description that corresponds to the inventory ID that was entered. It is defined in the *Inventory Items* (10.250.00) screen. If you could not enter an inventory ID because **Purchase For** is set to Description Line, enter a description. If you could not enter an inventory ID because **Purchase For** is set to Freight Charges or Misc Charges, accept the default description or change it if necessary.

5. **Site ID** displays the default site ID defined for the inventory ID. To change the site ID, press F3 and then select an alternate site ID from the list.

6. **Material Type** will default from the header. You can change the material type or select one if a material type was not entered in the header by pressing F3 and then selecting a material type from the list.

7. (Optional) **Preferred Vendor** displays the vendor ID entered in the **Vendor** field on the **Header Defaults** tab. If you prefer another vendor or did not identify a vendor on the **Header Defaults** tab, you can enter a vendor ID, or press F3 and select a vendor ID from the list.

8. Enter the **Alternate Item**, or press F3 and select an alternate item ID from the list. The possible values list will display if cross reference items for the inventory ID you entered earlier were set up in the *Inventory Item Cross References* (10.380.00) screen. If a new alternate ID is needed, you can manually enter a value, and the entry will be stored for future use.

**Note:** If a preferred vendor is not entered, the alternate ID will not be saved in the item cross reference table.

9. In **Quantity**, enter the quantity of the item or items requested.

10. In **Unit**, the default unit of measure defined for the inventory ID will display. To enter a different unit, press F3 and select an alternate unit from the list.

11. **Est Unit Cost** (estimated unit cost) will display the default unit cost defined in the Purchasing module’s **PO Setup** (04.950.00) screen.

12. **Est Ext Cost** (estimated extended cost) is based on the calculation of unit multiplied by the estimated unit cost.

13. In **Required Date**, enter the date the item will be needed.

14. In **Catalog Info**, enter information that will allow the item request approver to review the catalog the requested item was found in for details about the item. These notes could include the vendor catalog name, page number the item is found on, or catalog price. The entry can be 60 characters long.

15. In **Account**, type the number of the general ledger account that will be charged for the line item purchase, or press F3 and select an account from the list. The default is the account that was assigned to the department ID in **Department Maintenance** (RQ.260.00).

16. **Project** is available only if the general ledger account number selected in **Account** is associated with an account category in the General Ledger module. Type a project ID, or press F3 and select a project ID from the list.

17. **Task** is available only if the general ledger account number selected in **Account** is associated with an account category in the General Ledger module. Type a task ID, or press F3 and select a task ID from the list.

18. In **Subaccount**, type the number of the general ledger subaccount that will be charged for the line item purchase, or press F3 and select a subaccount from the list. The default is the subaccount that was assigned to the department ID in **Department Maintenance** (RQ.260.00).

19. **Dept ID** defaults to the department of the user creating the item request. Department IDs are defined in the **Department Maintenance** (RQ.260.00) screen and assigned to the user in the **Department Assignment** (RQ.280.00) screen.

20. **Req Nbr** displays the document number assigned to a requisition that was created in **Item Request Consolidation** (RQ.500.00) after the item request after was approved.

21. **Requester** displays the ID of the user who created the requisition from the item request in **Item Request Consolidation** (RQ.500.00).
22. Click the **Budget** button if you are not sure if there is any remaining money in the general ledger or project budget for this item. You can review the amounts available. Click **OK** to go back to the **Line Items** tab.

23. Click the **Inventory** button to review quantities for the inventory item. Click **OK** to go back to the **Line Items** tab.

**Completing the Bill To / Ship To Tab**

The information on this tab is determined by the value selected in **Address Type**. In this tab, you can change shipping address information that is specific only to this item request.

1. Click the **Bill To / Ship To** tab.

2. Click the **Bill To** button to open a screen containing billing information and verify that the information is correct. Make changes as needed.

**Completing the Other Info Tab**

1. Click the **Other Info** tab.

2. In **Item Request Alternatives**, enter a description of alternatives for the item requested. This entry is optional.

3. In **Item Request Purpose**, enter a description of the purpose for this item request. This entry is optional.

4. The **Option-A**, **Option-B**, and **Option-C** check boxes can be customized to address specific needs in your organization. Reports can also be customized to include these options. Contact your system administrator about your organization’s uses for these check boxes.

5. To print the item request, click the **Print** button.
Approving or Rejecting Item Requests

Approval of the item request is the next step. Approval levels that are defined and assigned in the Department Approval Maintenance (RQ.290.00) or the Project Approval Maintenance (RQ.300.00) screen determine who will approve the item request. The Item Request Approval (RQ.510.00) screen allows approvers to view item requests and then approve, reject, or take no action on any line item if Approval Type in Requisition Setup (RQ.950.00), is set to Detail. If Approval Type is set to Header, item requests will be processed at the document level.

To approve or reject item requests:

1. Open Item Request Approval (RQ.510.00).
2. Choose the option best suited to your approval process.
   - Under Approval Options, select the Process for All check box, and then click the Load Approvals button to load all current item requests that are awaiting approval.
     - OR -
   - In the Process For area, select the Department and Project that you want to view for approval, and then click Load Approvals.
     - OR -
   - Under Viewing Option, select Future or Override, and then click Load Approvals to view item requests that are to be approved in the future or to approve item requests outside the normal approval process path.
3. Use TAB to move to the Action box in the Department/Project Approval area, and then select from the list the action you would like to take with this item. If you choose No Action, the item request will appear in your list the next time you process approvals.
4. Level displays the level of approval required for the line item being reviewed.
5. Priority displays the priority selected for this line item (low, medium, or high).
6. IR Nbr displays the item request number associated with the line item being reviewed.
7. **Dept/Project** displays a department ID or project ID based on the approval associated with the item request.

8. **Inventory ID** displays the inventory identification code associated with the line item being reviewed.

9. **Description** displays the item description associated with the line item being reviewed.

10. **Qty** displays the quantity requested for the line item being reviewed.

11. **Est Unit Cost(Base)** displays the estimated unit cost associated with the line item being reviewed.

12. **Est Ext Cost(Base)** field displays the estimated extended cost associated with the line item being reviewed.

13. **Acct / Sub** displays the identifiers of the general ledger account and subaccount that will be posted to when the purchase is made.

14. **Requisitioner** displays the name of the person requesting the item.

15. In **Comment**, type notes relative to the approval process. If no text is entered here, **Comment** will display information about the process and the action taken (for example, John Smith submitted for approval, Jane Doe approved).

16. Click the **Approval Comments** button if you need additional space to insert comments regarding a line item or an entire item request (based on header or detail approval). You must click the line item row on the detail grid to enable this button.

17. Click any of the following buttons to review information found in other screens:
   - **Budget** — Displays general ledger or project budget information based on the account, subaccount, or project entered specific to the item request.
   - **Details** — Displays the item request’s line item detail in the **Item Request (RQ.100.00)** screen.
   - **Inventory Order History** — Opens the **Inventory Order History (RQ.521.00)** screen so you can review requisition history for the item selected.
   - **Alternative** — Displays the information entered in **Item Request Alternatives** on the **Item Request (RQ.100.00)** screen for the line item selected.
   - **Purpose** — Displays the information entered in **Item Request Purpose** on the **Item Request (RQ.100.00)** screen for the line item selected.

18. Click the **Action** button to take the same action on all line items for an item request when **Approval Type** is set to Detail. The options are Approve All, Reject All, and Clear All. If **Approval Type** is set to Header, using the **Action** button works the same as selecting an option from the **Action** list on each item request line.

19. Click the **Approve All** button to approve all lines listed in the detail grid, or click the **Reject All** button to reject all lines. Click the **Clear All** button to take no action on all lines listed in the detail grid.

20. Click the **Begin Processing** button to update the approval history and the item request with your approval or rejection information.
Consolidating Item Requests

Item Request Consolidation (RQ.500.00) is used to create a single requisition from multiple approved item requests for products of the same material type for the specified company. Each detail line on an item request that is consolidated will appear as a detail line on the requisition that is created, even if the only difference in the detail lines is the quantity.

Example: Several item requests were created for goods with a material type of OffSupp (office supplies). The purchasing agent runs the consolidation process for the material type OffSupp and creates a single requisition. The purchasing agent could then select a vendor to submit the requisition to or submit it for bid. After a vendor is selected, the requisition is submitted for approval. Each detail line is routed to the appropriate department or project for approval following the approval policies in place. After all lines are approved, a single purchase order is created from the requisition.

When the material type is entered in the header of the Item Request Consolidation (RQ.500.00) screen, the detail grid displays all approved line items associated with the particular material type for the specified company. All line items can be selected for consolidation, or the process can be limited to limited selection of line items. This may be necessary if line items need to be listed on separate purchase orders.
To consolidate item requests:

1. Open Item Request Consolidation (RQ.500.00).

2. In Material Type, select a material type that will be used to load the item request detail. Press F3 and then select the material type from the list.

3. (Optional) Enter the Department or the Project that will be used to load the item request detail.

4. Company defaults to the company to which you are currently logged on. To change the company, press F3, and then select a company ID from the list.

   Note: Item requests entered for different companies cannot be consolidated.

5. Currency ID displays the base currency. Enter the currency ID of the currency you want to use in this requisition, or press F3, and then select the currency ID.

6. In Consolidated to, type the number of an existing open requisition.

7. Click the Load Grid button. Item requests display in the detail grid based on the material type selected, department or project, and the company selected.

8. The default value of Selected is No. Choose Yes to mark the line item for consolidation. You can click on any of the following buttons:
   - Select All — Selects all line items.
   - Clear All — Cancels the selection of all line items.
   - Select All Proj — Selects all line items associated with a project approval path.
   - Select All Dept — Selects all line items associated with a department approval path.
   - Auto Gen by Proj — Selects all line items that are associated with a project and automatically consolidates them into a requisition.
   - Auto Gen by Dept — Selects all line items that are associated with a department and automatically consolidates them into a requisition.

   Note: Clicking the Auto Gen by Proj button or Auto Gen by Dept button allows you to skip the Begin Processing button.

   The remaining fields display information about the selected line item that was entered when the line item was created in Item Request (RQ.100.00).

9. After a line item is selected, click the Details button. The Item Request (RQ.100.00) screen will appear for that line item.

10. Click Begin Processing to start the consolidation. A single requisition containing a detail line for each line item from the item requests will be created. You can then edit the requisition as needed. Requisitions resulting from item requests require approval before a purchase order is created.
Creating Requisitions from Item Requests

The Generate Requisitions (RQ.505.00) screen displays all item requests that have a status of Approved. When you click the Begin Processing button, all selected item requests will generate requisitions.

![Generate Requisitions (RQ.505.00)](image)

**Figure 17: Generate Requisitions (RQ.505.00)**

To create a requisition from an item request:

1. Open Generate Requisitions (RQ.505.00).
2. The default value in Selected is No. Choose Yes to mark the line item to generate a requisition.
3. Click Select All if you want to create a requisition for all of the item requests without selecting them separately. Click Clear All to unselect all items if necessary.

   **Note:** Requisition generation does not happen automatically. It occurs only after the Begin Processing button is clicked.

4. The remaining fields in the detail grid display information about the selected line items that was entered when the line items were created in Item Request (RQ.100.00). If you need to review the details of the item request, click the Details button, which opens the Item Request (RQ.100.00) screen.
5. Click Begin Processing to start the requisition generation process.
Processing Requisitions

Creating Requisitions

A requisition is a preliminary purchase order, which can be created by entering data directly in the Requisition (RQ.110.00) screen, by consolidating item requests in the Item Request Consolidation (RQ.500.00) screen, or by generating requisitions from item requests in Generate Requisitions (RQ.505.00). Requisitions list multiple line items for various departments. You can edit a requisition (for example, select an appropriate vendor or choose the option to submit the requisition for bid). You can also transfer selected line items to a new requisition if the items need to be purchased from a different vendor.

Requisition approval is done by checking line item by line item or by reviewing the total amount of the requisition. For example, if a requisition was created by consolidating item requests, and it includes five line items requested from five different departments, then each line item is routed based on the established approval requirements and authorities. For departmental approvals, the application identifies the routing path by the department ID.

If the Project Controller module is integrated, and a project ID is entered for a detail line, then the approval path is determined by the approval requirements and authorities established for that particular project. If the material type for an item is associated with a policy ID, which was defined in Policy Maintenance (RQ.270.00), then a parallel approval routing will be initiated for the item based on the approval policy requirements and authorities.

![Figure 18: Requisition (RQ.110.00)](image-url)
To create a requisition:
1. Open the *Requisition* (RQ.110.00) screen.
2. Use **TAB** to move to the **Doc Handling** box, and the select the action you want for this requisition.
3. In **Description**, type text that describes the requisition in 30 characters or less.
4. In **Req Type**, select the type of requisition you will create. The options are Capital Request and Standard Request.
5. In the **PO Type** list, select the purchase order type you want to create.
6. In **Vendor ID**, select the vendor you want to use by typing a valid ID, or press **F3** and then select a vendor from the list. This should be the vendor ID of the supplier that will receive the purchase order. A vendor ID must be entered prior to submitting the requisition for approval.
   **Note:** If **Doc Handling** is set to Submit for Bid, the **Vendor ID** field will be unavailable. Later it will display the vendor ID selection made in the **Vendor Evaluation** (RQ.113.00) screen. The field should also be left blank if a regular order is being created from a blanket or standard order. A vendor ID will display after an order number is selected in **Blkt / Std Nbr**.
7. In the **Priority** list, select the option that determines the importance of this requisition.
8. In the **Blkt / Std Nbr** box, press **F3** and then select the open blanket or standard order from which this regular order will be created. After a selection is made, the *Requisition* (RQ.110.00) screen will display the information from the selected order.
9. Press **TAB** to move to the **User Defaults** tab.
10. **User ID** displays the login ID of the user entering the requisition. It can be changed for situations where the user is entering the requisition for another individual in the organization. Type a valid user ID, or press **F3** and then select a user ID from the list.
11. **Dept ID** displays the department associated with **User ID.** Users are assigned to departments in the Department Assignment (RQ.280.00) screen. The possible values list displays all departments to which the user is assigned (for example, a director or administrative assistant might be responsible for multiple departments).
12. **Company** displays the company ID of the database to which the user is logged on. To select another company, press **F3** and then select a company from the list.
13. Click the **Header Defaults** tab.
   This tab facilitates header level approval. It is also important when all line items on the requisition have the same material type, vendor, project, or task. A value entered in any field on this tab will display in the corresponding field in the **Line Items** tab.
14. Select a Material Type.
15. In **Project**, type a project ID to associate with all the line items of this requisition, or press **F3** and then select a project from the list. Projects are defined in the Project Controller module.
16. In **Task**, type a task ID to associate with all the line items of this requisition, or press **F3** and then select a project from the list. Tasks are defined in the Project Controller module.

**Completing the Line Items Tab**
1. In **Item Nbr**, type an item number. In the first requisition you create, type the number 1. After you move to the next field, note that zeros precede the number. This number will be important when purchase order change requests are made.
2. After you move to the next field, note that zeros precede the number. This number will be important when purchase order change requests are made.
3. Note that Status automatically displays the progress of the requisition as it moves through various stages. Status cannot be changed by the user. Status can be any one of the following:
   - Open — The initial status of a requisition. Indicates that the requisition has not been submitted for approval, submitted for bid, or canceled.
   - On Bid — Requisition is submitted for bid.
   - On Approval — Indicates that the requisition was submitted for approval.
   - Approved — Indicates that all line items on the requisition were approved.
   - Rejected — Indicates that a line item or line items were rejected.
   - PO Issued — Indicates that a purchase order was created.
   - Canceled — Indicates that the requisition was canceled.
   - Completed — Indicates that all line items on the requisition were converted to a purchase order. For a regular order, the status changes to Completed when all items are received, a voucher has been entered and posted, and Status/Budget Update (RQ.530.00) is run. For a blanket order, the status changes to Completed when all items on the original requisition are procured through regular orders against the blanket order. In cases where the expiration date on the blanket order is past, Status/Budget Update (RQ.530.00) will change the status to Completed and relieve any remaining unprocured amounts from the committed total in the encumbrance calculation.

4. In the Purchase For box, select an option. Purchase For allows you to identify the type of or general purpose for the line item. The options are Description Line, Freight Charges, Goods For Inventory, Goods For Project, Goods for Project Inventory, Misc Charges, Non-Inventory Goods, Services for Expenses, and Services for Project.

5. Enter the Inventory ID for the product that is being requested if Purchase For is set to Goods For Inventory, Goods For Project, Goods for Project Inventory, Non-Inventory Goods, Services for Expenses, or Services for Project. Press F3 to select an inventory ID from the possible values list. Inventory IDs are defined in the Inventory Items (10.250.00) screen of the Inventory module.

6. Material Type automatically displays the material type associated with the inventory ID, or press F3 and then select a material type from the list. Material types are defined in the Shared Information Material Type Maintenance (21.370.00) screen.

7. Site ID automatically displays information associated with the inventory ID you selected. To change the site ID, press F3 and then select an alternate site ID from the list. Site IDs are defined in the Inventory Items (10.250.00) screen of the Inventory module.

8. In the Alternate ID box, type a valid alternate inventory ID, or press F3 and then select an alternate ID from the list. An alternate ID for this inventory item must be defined in the Inventory module’s Item Cross References (10.380.00) screen.

9. Enter the Quantity of the item or items requested.

10. Unit displays the default unit of measure for the inventory item as defined in the Inventory module. To choose an alternate unit, press F3 and then select it from the list.

11. The Unit Cost (estimated unit cost) will display the default unit cost defined in the Purchasing module’s PO Setup (04.950.00) screen.

12. The Ext Cost (extended cost) is based on the calculation, unit multiplied by the estimated unit cost.

13. Description automatically displays the description that corresponds to the inventory ID. The field will be blank if Purchase For is set to Description Line, Freight Charges, or Misc Charges. However, a description can be entered.

14. Account automatically displays the general ledger account associated with the user’s department. You can press F3 and then select an account from the list if changes to the account are necessary. The account specified will be charged for the line item purchase.
15. **Project** is available only if the general ledger account chosen earlier is associated with an account category in the General Ledger module. Type a project ID, or press F3 and then select a project ID from the list.

16. **Task** is available only if the general ledger account chosen earlier is associated with an account category in the General Ledger module. Type a task ID, or press F3 and then select a task ID from the list.

17. **Subaccount** automatically displays the general ledger subaccount associated with the user’s department or the project. You can press F3 and then select a subaccount from the list if changes to the subaccount are necessary. The subaccount specified will be charged for the line item purchase.

18. **Dept ID** defaults to the department of the user creating the requisition as defined in the Department Maintenance (RQ.260.00) screen and the Department Assignment (RQ.280.00) screen.

19. **Labor Class** displays the classification of labor that the laborer is assigned to while working on the project. This is defined in the Project Controller module. To change the labor class, press F3 and then select a labor class from the list.

20. In the Billable list, select the status of billing the project costs. The options are Yes (the project is billable to the client) and No (the project cost will not be billed to the client).

21. The **Ship From** box is used for informational purposes only and will not print on the purchase order.

22. The **Ship Via** field is optional. If an entry was already made in the Ship Via field on the Shipping Information tab, that information will default for each item on the Line Items tab grid. However, you can override that information for individual items. If information was not entered in Ship Via on the Shipping Information tab, then you can enter shipping information in this field. The Ship Via information will print on the purchase order.

23. **Receipt Qty Min%** is the minimum acceptable item quantity, expressed as a percentage of the item quantity ordered, that must be received to complete the item’s transaction detail line during receipts entry (the minimum order quantity variance percentage that you will accept from the vendor). The lower the percent, the less order quantity you will allow. This percentage will normally be 100% or less. You can change this percentage for each line if necessary.

24. **Rcpt Max%** is the maximum item quantity, expressed as a percentage of the item quantity ordered, that you can receive and still complete the item’s transaction detail line during receipts entry (the maximum order quantity variance percentage that you will accept from the vendor). The higher the percentage, the more order quantity you will allow. This percentage will normally be 100% or greater to allow overages on the order quantity. You can change this percentage for each line if necessary.

25. **Receipt Action** indicates the type of message that appears and the action that should be taken when the actual quantity received is something other than what was entered in **Receipt Acceptance Min** and **Receipt Acceptance Max** on the Account Payable Vendor Maintenance (03.270.00) screen. The Receipt Action default value comes from the Vendor Maintenance (03.270.00) screen. Select one of the following options to change it:
   - Reject Qty and Display Error — An error message appears and all receipt quantities falling outside of the items minimum and maximum percentages are rejected.
   - Accept Qty and Display Warning — A warning message appears for all receipt quantities falling outside of the item’s minimum and maximum values. Any receipt quantity of the item you specify is accepted.
   - Accept Qty and No Warning — Any receipt quantity of the item is accepted.

26. **Required Date** is the date the item is needed. Accept the current date, or specify a new date. This is an optional field that is used for informational purposes only. It will print on the purchase order.
27. (Optional) **Promise Date** is the date on which the vendor agreed to deliver the item. Accept the current date, or specify a new date. This is an optional field that is used for informational purposes only. It will print on the purchase order.

28. Select the **Budgeted** check box to indicate that the requested item is included in your organization’s budget.

This field does not directly interface with the General Ledger **Budget Maintenance** (01.250.00) screen. It is used to trigger a distinct approval routing for departments or projects. Corresponding approval requirements and authorities must be defined in the **Department Approval Maintenance** (RQ.290.00) screen or in the **Project Approval Maintenance** (RQ.300.00) screen in order for the individual approval routing to function.

**Example:** Requests for items that have been considered in the budget might only require Supervisor approval, while non-budgeted items might require both a supervisor’s and a department manager’s approval.

29. Select the Transfer check box to transfer an item to another requisition. When the **Item Request Consolidation** (RQ.500.00) screen brings multiple line items into a requisition and one or more items need to be purchased from another vendor, the line or lines can be marked for transfer. If you do not want to transfer items to another requisition, proceed to **Completing the Shipping Information Tab**.

30. If you marked items for transfer, click the Transfer button to open the **Transfer Requisition Items** (RQ.110.03) screen. In this screen, you can move an item from the original requisition to a new or an existing requisition.

31. In **Type of Transfer**, select New Requisition or Existing Open Requisition to choose the destination for the transfer or copy.

32. If you selected New Requisition in the **Type of Transfer** box, New Requisition Nbr will be set to the next valid requisition number. If you selected Existing Open Requisition in the **Type of Transfer** box, press F3 to display a list of open requisitions and select the appropriate requisition.

33. Click **Transfer** to move items from the requisition to a new or existing requisition, or click **Copy** to send a copy of items to a new or existing requisition.

34. Click **Begin Processing**.

The total of the extended cost for the requisition displays in **Ext Cost Total. Req Total** shows the total of the extended cost and other costs for the requisition.

**Completing the Shipping Information Tab**

The **Shipping Information** tab. This tab displays shipping and contact information the supplier will use. Information on this tab applies to the entire requisition, but it can be overridden for individual line items.

1. In the **Address Type** list, select an address type from which shipping address information will be obtained. The options are:
   - Copy from Bill To — Defaults to the address information specified in the **Bill To** (RQ.110.05) screen.
   - Department — Defaults to the address information from the department ID specified on the requisition.
   - Requisition Setup Record — Defaults to the address information defined in **Requisition Setup** (RQ.950.00).
   - Site — Enables **Site ID** so that site address information can be used.
   - Customer — Enables **Customer ID** and **Cust Ship To ID** so that customer address information can be used.
   - Vendor — Enables **Vendor ID** and **Order From ID** so that vendor address information can be used.
   - Other Address Record — Enables **Address ID** so that other address information can be used.
After selecting **Address Type**, use **TAB** to move to the fields that correspond to the address type you selected. Make changes as needed to the information that displays.

2. If you selected Copy from Bill To in **Address Type**, click the **Bill To** button. The **Bill To** (RQ.110.05) screen appears. Make changes as needed for this requisition.

3. If you selected Site in **Address Type**, use the **TAB** key to move to **Site ID**, and then enter the site ID associated with the address information you want to use. To select an existing site, click in the **Site ID** box and press **F3** (or double-click the right mouse button) and select a site ID from the list.

4. If you selected Customer in **Address Type**, use **TAB** to move to **Customer ID**, and then enter the customer ID associated with the address information you want to use. To select an existing customer ID, click in the **Customer ID** box and press **F3** (or double-click the right mouse button) and select a customer ID from the list.

5. In **Cust Ship To ID**, enter an existing ship-to address ID. To select an existing ID, click in the **Cust Ship To ID** box and press **F3** (or double-click the right mouse button) and select a customer ship-to ID.

6. If you selected Vendor in **Address Type**, use **TAB** to move to **Vendor ID**, and then enter the vendor ID associated with the address information you want to use. It defaults to the vendor selected in the header of the **Requisition** (RQ.110.00) screen but can be changed to a different vendor. To select an existing vendor ID, click in the **Vendor ID** box and press **F3** (or double-click the right mouse button) and select a vendor ID from the list.

7. In **Order From ID**, enter the address ID associated with the vendor ID you selected in the previous step. To select an existing ship-to address ID, click in the **Order From ID** box, and then press **F3** (or double-click the right mouse button) and select an ID from the list.

8. If you selected Other Address Record in **Address Type**, use **TAB** to move to **Address ID**, and then enter another ID from which the address information will be used. Address IDs are maintained in the Shared Information module. To select an existing ID, click in the **Address ID** box and press **F3** (or double-click the right mouse button) and select an address ID from the list.

9. Type the **Ship Via ID**.

10. Type the **FOB Point**.

11. In **Confirm To**, type the name of the person the vendor should contact to confirm the order.

**Completing the Vendor Information Tab**

The **Vendor Information** tab displays the mailing and contact information of the vendor associated with the requisition you are creating. Vendor address information is defined on the Accounts Payable **Vendor Maintenance** (03.270.00) screen.

1. Change the address information as needed for the requisition you are creating.

2. If **Doc Handling** is set to Submit for Bid, click the **Vendor Evaluation** button to select the vendors that will receive the quotes and to print Request for Bid forms.

**Viewing the Budget Tab**

The **Budget** tab displays budget information for the account and subaccount selected for the line item.

**Completing the Other Information Tab**

1. Note that **PO Date** displays the date that the purchase order was created from the requisition. It cannot be changed in this screen.

2. If **PO Type** is set to Blanket Order, enter the expiration date of the blanket order in **Blkt Exp Date**.

3. **Terms** displays the payment terms associated with the vendor who will receive the purchase order. To change the payment terms for this purchase order, press **F3** and then select the payment terms you would like to use.

4. In **Certificate of Compliance**, select an option to indicate if a certificate of compliance is required for the purchase order.
5. In the **Buyer** box, type the identifier of the buyer that is assigned to this requisition, or press F3 and then select the buyer from the list.

6. In **Req Create Date**, the date the requisition was created will appear if the requisition was created from an item request.

7. In the **Alternatives** box, type a description of alternatives for the item or items requested. An entry here is optional and can be approximately 32,000 characters in length.

8. In the **Purpose** box, type a description of the purpose of the requisition. An entry here is optional and can be approximately 32,000 characters in length.

9. The **Option-A**, **Option-B**, and **Option-C** check boxes can be customized to address specific needs in your organization. Reports can also be customized to include these options. Contact your Microsoft Dynamics SL system administrator about your organization’s uses for these check boxes.

10. Click **Save**, and then click **Print** to print this requisition.
Approving or Rejecting Requisitions

Approving the requisition is the next step. Approval levels that are defined and assigned in the Department Approval Maintenance (RQ.290.00) or the Project Approval Maintenance (RQ.300.00) screen determine who will approve the requisition. The Requisition Approval (RQ.520.00) screen allows approvers to view requisitions that require approval and to approve, reject, or take no action on any line item if, in Requisition Setup (RQ.950.00), Approval Type is set to Detail. If Approval Type is set to Header, requisitions will be processed at the document level.

To approve or reject a requisition:

1. Open Requisition Approval (RQ.520.00).
2. Choose the approval option best suited to your approval process.
   - Under Approval Options, select Process for All, and then click the Load Approvals button to load all current requisitions that are awaiting approval.
     - OR –
   - In the Process For area, select the Department and Project that you want to view for approval, and then click Load Approvals.
     - OR –
   - Under Viewing Option, select Future or Override, and then click the Load Approvals button to view requisitions that will be approved in the future or to approve requisitions outside the normal approval process path.
3. Use TAB to move to the Action box in the Department/Project Approval area, and then select from the list the action you would like to take with this item. The options are Approve, Reject, and No Action. If you choose No Action, the requisition will appear in your list the next time you process approvals.
4. The following fields, with the exception of Comment, are displayed for review purposes only in the Department / Project Approval area of the screen:
   - **Level** — Level of approval required for the line item being reviewed.
   - **Req Nbr** — Requisition number for this line item.
   - **Over Budget** — Indicates whether the detail line amount is over the budget.
   - **Dept/Proj** — Department ID if the document is following a department approval path, or project ID if the document is following a project approval path.
   - **Inventory ID** — Inventory identification code associated with the line item being reviewed.
   - **Description** — Description associated with the line item being reviewed.
   - **Unit Cost(Base)** — Unit cost associated with the line item being reviewed.
   - **Total Cost(Base)** — Total cost associated with the line item being reviewed.
   - **Account** — General ledger account that will be charged with the detail line amount of the purchase order.
   - **Subaccount** — General ledger subaccount that will be charged with the detail line amount of the purchase order.
   - **Requisitioner** — ID of the user who requested the items.
   - **Vendor** — Vendor name.

5. In **Comment**, type notes relative to the department or project approval process.

6. The following fields, with the exception of **Comment**, are displayed for review purposes only in the Policy Approval area of the screen:
   - **Level** — Level of approval required for the line item being reviewed.
   - **Req Nbr** — Requisition number for this line item.
   - **Material Type Policy** — Policy the document is following in its policy approval path.
   - **Inventory ID** — Inventory identification code associated with the line item being reviewed.
   - **Qty** — The number of items associated with the line item being reviewed.
   - **Unit Cost(Base)** — Unit cost associated with the line item being reviewed.
   - **Total Cost(Base)** — Total cost associated with the line item being reviewed.
   - **Account** — General ledger account that will be charged with the detail line amount of the purchase order.
   - **Subaccount** — General ledger subaccount that will be charged with the detail line amount of the purchase order.
   - **Requisitioner** — ID of the user who requested the items.
   - **Vendor** — Vendor name.

7. In **Comment**, type notes relative to the policy approval process.

8. Click the **Approval Comments** button if you need additional space to write comments regarding a line item listed in the detail grid. These comments will not display in the **Comment** box. You must click the line item row on the detail grid to enable this button.
9. Click any of the following buttons to review information found in other screens:
   - **Inventory Order History** — Opens the Inventory Order History (RQ.521.00) screen so you can review history for the line item selected.
   - **Purpose** — Displays the information entered in Purpose on the Requisition (RQ.110.00) screen for the line item selected.
   - **Alternatives** — Displays the information entered in Alternatives on the Requisition (RQ.110.00) screen for the line item selected.
   - **Vendor Evaluation** — Displays the vendors that were requested to bid on the requisition.
   - **Details** — Displays the requisition’s line item detail in the Requisition (RQ.110.00) screen.
   - **Budget** — Displays the general ledger account and subaccount budget information, as well as project budget information.

10. Note that requisitions that need approval based on a policy approval path are listed in the Policy Approval area of the screen.

11. Click the **Action** button to display the Requisition Action (RQ.520.02) screen. This screen gives you the ability to take the same action on all line items that have the same requisition number or department number when **Approval Type** in Requisition Setup (RQ.950.00) is set to Detail. The action options are Approval All, Reject All, or Clear All. If **Approval Type** is set to Header, using the **Action** button works the same as selecting an option from the **Action** list on each line listed. Requisition approval history is then updated with the selected actions.

12. On the Requisition Action (RQ.520.02) screen, **Dept/Proj Req Nbr** lists the requisition number of the current detail line in the Department / Project Approval area of the Requisition Approval (RQ.520.00) screen.

13. **Policy Req Nbr** lists the requisition number of the current detail line in the Policy Approval area on the Requisition Approval (RQ.520.00) screen.

14. The **Proj/Dept Action** check box is selected if the action is for the detail line listed in the Department / Project Approval area.

15. The **Policy Action** check box is selected if the action is for the detail line listed in the Policy Approval area.

16. Click one of the following buttons based on the action needed and return to the Requisition Approval (RQ.520.00) screen:
   - **Approve All** — Change the action on all line items with the same requisition to Approve.
   - **Reject All** — Change the action on all line items with the same requisition to Reject.
   - **Clear All** — Change the action on all items with the same requisition to No Action.
   - **Cancel** — Close the screen.

17. On the Requisition Approval (RQ.520.00) screen, click **Begin Processing** to update the approval history and the requisition with your approval or reject information.
Submitting Bids for Requisitions

When you click the **Vendor Evaluation** button in the **Requisition** (RQ.110.00) screen, the **Vendor Evaluation** (RQ.113.00) screen displays. Using this screen, you can submit requests for bids from various vendors. After bids are received and evaluated, a vendor is selected.

To submit a bid for a requisition:

1. Open the **Requisition** (RQ.110.00) screen, and display a requisition with a status of Open.
2. Set **Doc Handling** to Submit for Bid.
3. Save the requisition.
4. In the **Vendor Information** tab, click the **Vendor Evaluation** button. The **Vendor Evaluation** (RQ.113.00) screen appears.

![Vendor Evaluation (RQ.113.00)](image)

5. In **Date quote required**, enter the date the vendor needs to return their quote to your organization.
6. In **Vendor ID**, enter the ID associated with the first vendor that will receive the request for bid, or press F3 and select a vendor ID from the list.
7. In **Output**, select the output method for the request for bid report. The options are Print, Print Preview, or No Action.
8. The following fields display information about the vendor:
   - **Company Name** — Name of the vendor.
   - **Contact Name** — Name of the vendor contact.
   - **Phone/Ext** — Vendor’s telephone number and extension, if applicable.
   - **Fax/Ext** — Vendor’s facsimile telephone number and extension, if applicable.
   - **Address 1** — First line of the vendor’s address.
   - **Address 2** — Second line of the vendor’s address.
   - **City** — Vendor’s city.
   - **State, Province** — Vendor’s state or province.
   - **Postal Code** — Vendor’s ZIP Code or postal code.
   - **Country/Region** — Vendor’s country or region.

9. In **Comments**, type any comments to be included on the Request for Bid form.
10. In **E-Mail Address**, type an email address for the vendor contact.
11. Click the **Generate Bids** button to print the Request for Bid for each line for which **Output** is set to Print or Print Preview.
12. Click **OK** to close the **Vendor Evaluation (RQ.113.00)** screen.
13. Close the **Requisition (RQ.110.00)** screen.

**Processing Bids**

To process bids:
1. Open the **Requisition (RQ.110.00)** screen to access a requisition for which a bid was submitted.
2. In the **Vendor Information** tab, click the **Vendor Evaluation** button.
3. Click the appropriate detail line for the vendor.
4. Press **TAB** key to move to **Quote Amt**, and then type the amount of the quote.
5. In **Quote Nbr**, type the reference number that was assigned to the quote by the vendor.
6. Click **OK** to close the **Vendor Evaluation (RQ.113.00)** screen.
7. Click **Yes** to respond to System Message 6001 and save the changes.
8. Close the **Requisition (RQ.110.00)** screen.

**Analyzing and Accepting the Winning Vendor Bid**

After all bids have been received or the date the quotes were to have been submitted has expired, bids are analyzed and a vendor selected.

To accept a bid:
1. In the **Requisition (RQ.110.00)** screen, **Vendor Information** tab, click the **Vendor Evaluation** button. The **Vendor Evaluation (RQ.113.00)** screen appears.
2. Press **TAB** to move to **Quote Amt**.
3. Review each bid to determine which one to accept.
4. Scroll to the left to **Vendor of Choice**, and select the check box on the detail line that includes the winning bid amount.
5. Click **OK** to close **Vendor Evaluation (RQ.113.00)**.
6. Click **Yes** to respond to System Message 6001 and save the changes.
7. In the **Requisition (RQ.110.00)** screen, note that the identifier of the vendor whose bid you accepted displays in **Vendor ID**.
8. Set **Doc Handling** to Submit for Approval when you are ready to submit the requisition for approval.

9. Click **Finish** to save the requisition and close the screen.

**Creating Purchase Orders from Requisitions**

The *Generate Purchase Orders* (RQ.400.00) screen displays all requisitions that have a status of Approved. When the **Begin Processing** button is clicked, purchase orders are generated for the selected requisitions, and the purchase order information is available in the Purchase Order module.

If the Requisitions module is integrated with Project Controller, the **Automatic Financial Transaction Transfer** check box is selected, and **PO is included in the Financial Modules Integrated** on the Project Controller Setup (PA.SET.00), **PC Options and Setup** tab, the detail lines on the purchase order that update a project are automatically transferred to the project as open commitments. The open commitment amounts can be viewed in **Commitment Detail Inquiry** (PA.CMD.00) by selecting the appropriate project task.

**To generate purchase orders:**

1. Select **Requisitions | Generate Purchase Orders**. The Open *Generate Purchase Orders* (RQ.400.00) screen appears.

![Figure 21: Generate Purchase Orders (RQ.400.00)](image)

2. Note that the following fields display information that cannot be changed in this screen:
   - **Priority** — Priority assigned to the requisition.
   - **Req Nbr** — Requisition number that will correspond to the purchase order number.
   - **Req Cntr** — Requisition counter associated with the requisition number. A value of 1 or higher indicates that the line item is actually a Change Request, note a purchase order.
   - **Description** — Description of the requisition.
   - **Base Req Total** — Total amount of the requisition.

3. In **Selected**, choose Yes from the list for those requisitions you want to mark for purchase order generation.

4. Click **Select All** to select all of the approved requisitions. This will change **Selected** to Yes for all requisitions.

5. Click **Begin Processing** to start the purchase order generation process.
Other Processes

Creating Purchase Order Change Requests
Changes to a purchase order can occur through the Purchase Order module or through the Requisitions module. After you select the line for the item requiring the change, the grid will display the details associated with the item number, and quantity and cost amounts can then be edited. If the new quantities or costs are less than the original amounts, the purchase order will be reduced to the new amounts. You can add a new item to an existing purchase order by entering an item number that does not currently exist on the purchase order. Multiple change requests can be issued against a requisition. You can also press F3 while your cursor is in Req Cntr to open a possible values list so that you can determine the number of change requests that exist for a particular requisition and purchase order. Req Cntr is accessible only after the purchase order has been printed.

To create a change request:
1. In the Requisition (RQ.110.00) screen, open the purchase order that requires a change request by entering the appropriate requisition number in Req Nbr, or by pressing F3 and then selecting the requisition number from the list. Purchase order number corresponds to the number of the requisition that was its source.
2. In Doc Handling, select Change Request.
3. Select the appropriate detail line and make changes to quantity or cost amounts as needed. Negative amounts are not accepted.
4. Save the change request.
5. In Doc Handling, select Submit for Approval.

Updating Status and Budget
Running Status/Budget Update (RQ.530.00) brings the committed budget amount and the status of requisitions up to date. The process should be run after the following activities have completed:

- Posting transactions to the general ledger from the Purchasing or Accounts Payable module.
- If applicable, updating project totals, either automatically or manually, by running Financial Transaction Transfers (FTT) in the Project Controller module.

This process updates committed budget amounts as follows:

- Relieves committed amounts for all canceled requisitions.
- Relieves committed amounts for all expired blanket orders.
- Relieves committed amounts for requisitions associated with projects if the requisitions’ status is PO Issued.

To update committed budget amount and requisition status:
1. Verify that users are not logged on to the General Ledger and Requisitions modules and will not log on again until they are notified that this process has completed.
2. Select **Requisitions | Status/Budget Update**. The Status/Budget Update (RQ.530.00) screen appears.

![Status/Budget Update (RQ.530.00)](image)

*Figure 22: Status/Budget Update (RQ.530.00)*

3. Click **Begin Processing**.

4. After a message appears, confirming that the process is complete, click **OK**.

---

**Deleting Detail**

*Delete Detail (RQ.550.00)* deletes item requests and requisitions after comparing the date the documents were created with the retention time frames that were established in the **Requisition Setup (RQ.950.00)** screen. All fields are display only and can only be changed through modifying the retention fields in **Requisition Setup (RQ.950.00)**.

**To delete completed item requests and requisitions:**

1. Verify that users are not logged on to the Requisitions module and will not log on again until they are notified that this process has completed.

2. Select **Requisitions | Delete Detail**. The **Delete Detail (RQ.550.00)** screen appears.

![Delete Detail (RQ.550.00)](image)

*Figure 23: Delete Detail (RQ.550.00)*

3. Click **Begin Processing**.

4. After a message appears, confirming that the process is complete, click **OK**.
Deferring Approval Authority Temporarily

The Approval Deferral (RQ.450.00) screen is used to temporarily re-assign approval authority from one user to another for department, project, or policy approvals. For example, if a department manager is going to be on vacation for a week and another employee needs to be able to approve requisitions during that time, this screen is used to temporarily assign authority to the other employee.

**Note:** The Begin Processing button updates the deferrals entered in this screen. In order to ensure current authority entries, the process should be run on a daily basis.

Deferring Approval for a Department

To defer approval authority for a department:

1. Select Requisitions | Approval Deferral. The Approval Deferral (RQ.450.00) screen appears.

   ![Approval Deferral (RQ.450.00), Department Deferral tab](image)

   **Figure 24:** Approval Deferral (RQ.450.00), Department Deferral tab

2. On the Department Deferral tab, type the identification code for the department requiring the authority deferral in the Dept ID box on the detail grid. To select a department ID, press F3 and then select an ID from the list.

3. In User ID, type the identification code for the user who is temporarily assigning their approval authority to another employee, or press F3 and then select the user ID from the list.

4. In Defer User ID, type the identification code for the user who will temporarily assume approval authority, or press F3 and then select the user ID from the list.

5. In Start Date, type the date the approval authority deferral will begin. This date must be equal to or greater than the current date.

6. In End Date, type the date the approval authority deferral will end. This date must be greater than the start date.
7. Note that the following fields cannot be changed:
   - **Entered** — Displays Yes after the deferral is activated. If a deferral is created for a future period, **Entered** displays No until the start date is equal to the current date and the deferral entry is processed.
   - **Terminated** — Displays No when the date in **End Date** is greater than the current date for the processed deferral entry. If a deferral’s end date is equal to or less than the current date, **Terminated** displays Yes.
   - **Processed On** — Displays the date the deferral entry was processed.
   - **Processed By** — Displays the user ID of the person who processed the deferral entry.

8. Click **Save**.

9. Click **Begin Processing** to process the deferral entry.

**Deferring Approval Authority for a Project**

**To defer approval authority for a project:**

1. Select **Requisitions | Approval Deferral**. The **Approval Deferral (RQ.450.00)** screen appears.

   ![Approval Deferral (RQ.450.00), Project Deferral tab](image)

   *Figure 25: Approval Deferral (RQ.450.00), Project Deferral tab*

2. Click the **Project Deferral** tab.

3. In the **Project** box located in the detail grid, type the identification code for the project requiring the authority deferral, or press **F3** and then select the project ID from the list.

4. In **User ID**, type the identification code for the user who is temporarily assigning their approval authority to another employee, or press **F3** and then select the user ID from the list.

5. In **Defer User ID**, type the identification code for the user who will temporarily assume approval authority, or press **F3** and then select the user ID from the list.

6. In **Start Date**, type the date the approval authority deferral will begin. This date must be equal to or greater than the current date.

7. In **End Date**, type the date the approval authority deferral will end. This date must be greater than the start date.
8. The following fields cannot be changed:
   - **Entered** — Displays Yes after the deferral is activated. If a deferral is created for a future period, **Entered** displays No until the start date is equal to the current date and the deferral entry is processed.
   - **Terminated** — Displays No when the date in End Date is greater than the current date for the processed deferral entry. If a deferral's end date is equal to or less than the current date, **Terminated** displays Yes.
   - **Processed On** — Displays the date the deferral entry was processed.
   - **Processed By** — Displays the user ID of the person who processed the deferral entry.

9. Click **Save**.
10. Click **Begin Processing** to process the deferral entry.

**Deferring Approval Authority for a Policy**

To defer approval authority for a policy:

1. Select **Requisitions | Approval Deferral**. The **Approval Deferral (RQ.450.00)** screen appears.

![Approval Deferral (RQ.450.00), Policy Deferral tab](image)

   **Figure 26: Approval Deferral (RQ.450.00), Policy Deferral tab**

2. Click the **Policy Deferral** tab.
3. In the **Policy ID** box located in the detail grid, type the identification code for the policy requiring the authority deferral, or press **F3** and then select the policy ID from the list.
4. In **User ID**, type the identification code for the user who is temporarily assigning their approval authority to another employee, or press **F3** and then select the user ID from the list.
5. In **Defer User ID**, type the identification code for the user who will temporarily assume approval authority, or press **F3** and then select the user ID from the list.
6. In **Start Date**, type the date the approval authority deferral will begin. This date must be equal to or greater than the current date.
7. In **End Date**, type the date the approval authority deferral will end. This date must be greater than the start date.
8. The following fields cannot be changed:
   - **Entered** — Displays Yes after the deferral is activated. If a deferral is created for a future period, **Entered** displays No until the start date is equal to the current date and the deferral entry is processed.
   - **Terminated** — Displays No when the date in **End Date** is greater than the current date for the processed deferral entry. If a deferral’s end date is equal to or less than the current date, **Terminated** displays Yes.
   - **Processed On** — Displays the date the deferral entry was processed.
   - **Processed By** — Displays the user ID of the person who processed the deferral entry.

9. Click **Save**.

10. Click **Begin Processing** to process the deferral entry.
Performing Inquiries and Printing Reports

Using Inquiry Screens
The Requisitions module inquiry screens display information about budget, order history, and approval history. It is possible to look up information on any maintenance or data entry screen to which you have access. However, in order to view a document created by another user, you must be granted access in Shared Information Authority Level Maintenance (21.390.00). If a user ID is not listed in this screen or the user is granted User Authority Level access, the user can only view the documents they created. If a user is granted Department Authority Level access, the user can view any document created by anyone within the department. If the user is granted All Authority Level access, the user can view any document in the Requisitions module.

The following screens are used solely for inquiry:

- **Requisition Budget** (RQ.115.00) — Displays budget information for general ledger accounts and subaccounts, as well as project and task information.
- **Inventory Order History** (RQ.521.00) — Displays inventory item requisition information.
- **Approval History** (RQ.320.00) — Displays approval authority setup and assignment history for each transaction created in the Department Approval Maintenance (RQ.290.00), Project Approval Maintenance (RQ.300.00), and Policy Approval Maintenance (RQ.310.00) screens.

Performing Inquiries Using Reports
The Requisitions module generates several reports that allow you to review item request and requisition information. Any of these reports can be printed, sent to a file, or viewed on the screen. See the “Reports” section on page 188 for more information about the reports listed above.

Generating and Printing Reports

To view or print reports:
1. Select **Requisitions**, and then click the name of the report you want to view or print.
2. Choose the format, sort order, and selection criteria for the report output. For an explanation of the standard report option fields used to generate reports, refer to the System Manager online help or user guide for more information. Also, see the specific report description in the “Reports” section on page 191 of this user guide.
3. Click **Printer Options** to change the destination of the report output (display, file, or printer).
4. Click **Print** to print the report.

To print a report using the Application Server:
1. Select **Requisitions**, and then click the name of the report you want to print.
2. Complete the fields and options on each tab of the screen for the selected report.
3. From the toolbar, choose **Edit | Submit to Application Server**.

**Note:** See the System Manager and Application Server help or user guides for more information.
Data Entry Screens

Item Request (RQ.100.00)

Requests for goods or services to be purchased are created in the Item Request (RQ.100.00) screen. These requests can then be routed for approval (optional). Like types of items from multiple item requests can be consolidated into a single requisition, but all line items on the requisition maintain a reference to the originating item request. The resulting requisition can be edited, submitted to vendors for request for bids if needed, and ultimately is used to create a purchase order.

Figure 27: Item Request (RQ.100.00)

IR Nbr

IR Nbr (item request number) is automatically assigned when the item request is saved.

To retrieve an existing item request, enter a valid IR Nbr, or press F3 and select the item request from the list. The possible values list will display saved item requests based on the criteria established for the user in the Shared Information Authority Level Maintenance (21.390.00) screen. Access may be restricted to allow users to only view item requests they created, item requests created by others in the same department, or all item requests stored in the database.

Date

Date displays the item request creation date. It automatically defaults to the business date.
Requisitions

Status

Status is a display-only field. It updates automatically as the item request progresses through various stages. Status options are:

- **Open** — The initial status of an item request. Indicates that the request has not been submitted for approval.
- **On Approval** — Indicates that the item request was submitted for approval.
- **Approved** — Indicates that all line items on the item request were approved. If item request approval requirements are not established in Item Request Approval (RQ.510.00), then Status will automatically update to Approved when the item request is submitted for approval.
- **Rejected** — Indicates that the item request was rejected. If item request approval requirements are established, the approver can reject any line item on the item request if Approval Type in Requisition Setup (RQ.950.00) is set to Detail. If Approval Type is set to Header, the approver will approve or reject the entire document. If the item request is rejected, the requester will need to modify the request by changing or deleting the item and resubmitting the item request for approval or canceling the item request.
- **RQ Issued** — Indicates that an item request was converted to a requisition. This can occur in situations where there are multiple line items on the item request with different material types. Item requests are consolidated into requisitions based on common material types. Some items may have been consolidated to a requisition, while others may still remain at the item request level.
- **Canceled** — Indicates that Cancel was selected in the Doc Handling field. This may be necessary if the item request is rejected or terminated.
- **Completed** — Indicates that all line items on the item request have been converted to a requisition.

Doc Handling

Doc Handling offers various handling options that impact the status of the item request. The available options are restricted based on the status of the item request. Possible handling options are:

<table>
<thead>
<tr>
<th>If the status is...</th>
<th>The handling option could be...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>No Action, Submit for Approval, or Cancel</td>
</tr>
<tr>
<td>Submit for Approval</td>
<td>No Action or Cancel</td>
</tr>
<tr>
<td>Approved</td>
<td>No Action, Cancel, or Create Requisition</td>
</tr>
<tr>
<td>Rejected</td>
<td>No Action, Resubmit, or Cancel</td>
</tr>
<tr>
<td>RQ Issued</td>
<td>No Action</td>
</tr>
<tr>
<td>Canceled</td>
<td>No Action</td>
</tr>
<tr>
<td>Completed</td>
<td>No Action</td>
</tr>
</tbody>
</table>
Doc Handling options are:

- No Action — Indicates that no change will be made to the item request status when the screen is closed.
- Submit for Approval — Indicates that the item request will be submitted via the appropriate approval routing path based on the approval requirements already established. Always select this handling option when entries for the item request are complete. If approval requirements are not established, the item request will automatically default to the Approved status after the screen is closed or the Finish button is clicked. The item request will then be available for consolidation.
- Resubmit — Used when approval requirements are established and one or more line items have been rejected by the approver. The requester can then edit the item request and resubmit it for approval.
- Create Requisition — Used to bypass the consolidation process and create a requisition directly from the item request. If requisitions are created directly from an item request, all line items on the item request will be copied to a single requisition, regardless of the material types. This differs from the consolidation process, where line items from multiple item requests are consolidated into a single requisition based on common material types. See “Item Request Consolidation (RQ.500.00)” on page 157 for more information.
- Cancel — Used to terminate the item request. This option is helpful if the approver rejects the item request and the requester chooses not to resubmit it. An item request cannot be deleted after it is saved.

Description
Description is an explanation of the item request. The text you type here can be a maximum of 60 characters in length.

Copy From
Copy From allows you to copy the contents of a previously-created item request by selecting the IR Nbr of the item request you want to copy.

Priority Status
Priority Status determines the importance of this item request. The possible choices are Low, Medium, or High.

Est Ext Cost Total
Est Ext Cost Total is the total estimated extended cost for this item request. Estimated extended cost is based on the calculation, unit multiplied by the estimated unit cost associated with the selected inventory item.

Print (button)
Click the Print button to print the item request from the entry screen.
**Item Request, User Defaults Tab**

![Image of Item Request (RQ.100.00) User Defaults tab](image)

**User ID**

User ID defaults to the login ID of the user entering the item request. This field can be edited for situations where the user is actually entering the item request for another individual in the organization. You can type a valid user ID, or press F3 and then select a user ID from the list.

**Note:** In situations where the User ID is changed, the application will maintain User IDs for the user submitting the item request, as well as the User ID entered under Requester Info area. The Approval History (RQ.320.00) screen will identify the user that submitted the request.

**Dept ID**

Dept ID displays the identification code of the department associated with the user ID. Users are assigned to departments in the Department Maintenance (RQ.260.00) screen. The possible values list for this field displays all departments for which the user is assigned (for example, the user ID for a director might be associated with several departments).

**Company**

Company displays the identification code for the company of the database that the user is logged on to. Press F3 and then select another company from the list.
Item Request, Header Defaults Tab

The **Header Defaults** tab is used for header level item request approval or when all line items on the item request have the same material type, vendor, requisitions project, and/or requisition task. Any field completed on this tab will default into the corresponding field for each line item in the item request detail grid.

![Figure 29: Item Request (RQ.100.00), Header Defaults tab](image)

**Material Type**

Enter a **Material Type** which will be the same for all the line items in this item request, or press F3 and then select a material type from the list. Material types are defined on the Shared Information **Material Type Maintenance** (21.370.00) screen.

**Vendor**

Enter a **Vendor ID** which will be the same for all the line items in this item request, or press F3 and then select a vendor from the list. Vendors are defined on the Accounts Payable **Vendor Maintenance** (03.270.00) screen.

**Project**

Enter a **Project** which will be the same for all the line items of this item request, or press F3 and then select a project ID from the list. Projects are defined in the Project Controller module.

**Task**

Enter a **Task** which will be the same for all the line items of this item request, or press F3 and then select a task from the list. Tasks are defined in the Project Controller module.
**Item Request, Line Items Tab**

Item request detail information is entered on the Line Items tab.

![Figure 30: Item Request (RQ.100.00), Line Items tab](image)

**Status**

Displays the two-digit status code for the detail line. Valid options are:

- **OP (Open)** — Initial status of the item request. Indicates that it has not been submitted for approval or canceled.
- **SA (Pending approval)** — Indicates the item was submitted for approval but has not been approved or rejected.
- **AP (Approved)** — Indicates the line item was approved. If item request approval requirements are not established in Item Request Approval (RQ.510.00), **Status** will automatically update to Approved when the item request is submitted for approval.
- **RJ (Rejected)** — Indicates the line item was rejected. If item request approval requirements by line item are established, the approver can reject any line item on the item request. Once a line item is rejected, the requester can leave the rejected line as is or resubmit the line item by modifying the line item details and resubmitting the item request for approval. If item request approval requirements by document are established and the approver rejects the item request, all line items on the item request are rejected. Once the item request is rejected, the requester can cancel the item request or modify the item request details and then resubmit the item request for approval.
- **CP (Completed)** — Indicates the line item has been completed.
- **RQ (Requisition created)** — Indicates the line item has been converted to a requisition.
- **CD (Cancelled)** — Indicates that Cancel was selected in the **Doc Handling** field. This may be necessary if the item request is rejected or terminated.
Purchase For

Identifies the type of line item being purchased or the general purpose for the line item. For example, if the item will be used for a particular project, Goods for Project should be selected.

- Description Line — Indicates that the line item will be used to enter additional lines of description text.
- Freight Charges — Indicates that the line item will be freight charges. The account and subaccount default from the values entered in the Purchasing module PO Setup (04.950.00) screen.
- Goods For Inventory — Indicates that the line item will replenish inventory.
- Goods for Project — Indicates that the line item will be used by a specific project.
- Goods for Project Inventory — Indicates that the line will both replenish inventory and be used by a specific project.
- Misc. Charges — Indicates that the line item will be for charges that do not fit a particular category.
- Non-Inventory Goods — Indicates that the line item will not replenish inventory.
- Services for Expenses — Indicates that the line item will be for the purchase services.
- Services for Project — Indicates that the line item will be for the purchase of services that will be required for a specific project.

Inventory ID

Inventory ID displays the identification code for the product that is being requested. Enter an inventory ID, or press F3 and then select an inventory ID from the list. Inventory IDs are defined in the Inventory Items (10.250.00) screen in the Inventory module.

Description

Description automatically displays the description that corresponds to the inventory ID selected.

Site ID

Site ID displays the default site ID defined for the inventory item selected. This is defined in the Inventory Items (10.250.00) screen in the Inventory module. Enter a site ID, or press F3 and then select a site ID from the list.

Material Type

Material Type displays the material type associated with the line item. Enter a material type, or press F3 and then select a material type from the list. Material types are defined in the Shared Information Material Type Maintenance (21.370.00) screen.

Preferred Vendor

Preferred Vendor displays the identification code of the vendor who will receive this item request. Enter a vendor ID, or press F3 and then select a vendor ID from the list.

Alternate Item

In Alternate Item, enter the alternate identifier of the item requested, or press F3 and then select an alternate item ID from the list. The possible values list will appear cross reference items for the inventory ID selected were set up in Item Cross References (10.380.00) screen in the Inventory module. If a new alternate item ID is needed, enter a value, and the entry will be stored for future use.

Note: If a preferred vendor is not entered, the alternate ID will not be saved in the item cross reference table.
Quantity Ordered
In Quantity Ordered, enter the quantity of the item or items requested.

Unit
Unit displays the default unit of measure defined for the inventory ID in the Inventory module. Press F3 and then select a unit from the list.

Est Unit Cost
Est Unit Cost (estimated unit cost) displays the default unit cost associated with the selected inventory item. Estimated unit cost is defined in the Purchasing module's PO Setup (04.950.00) screen.

Est Ext Cost
Est Ext Cost (estimated extended cost) is based on the calculation, unit multiplied by the estimated unit cost associated with the selected inventory item.

Required Date
Required Date is the date the item is needed.

Catalog Info
Catalog Info provides an area where information can be entered about the catalog in which the requested item was found. This information allows the item request approver to review the catalog information for product details. The text could include catalog name, page number the item is found on, or catalog price. The entry can be 60 characters long.

Account
Account is the general ledger account that will be charged for the purchase of the line item. Type a general ledger account number, or press F3 and then select an account number from the list.

Note: You must have access to the account you choose. Access is granted in Account / Subaccount Access (RQ.350.00).

Project
Project is available only if the general ledger account number selected in Account is associated with an account category in the General Ledger module. Type a project ID, or press F3 and then select a project ID from the list.

Task
Task is available only if the general ledger account number selected in Account is associated with an account category in the General Ledger module. Type a task ID, or press F3 and then select a task ID from the list.

Subaccount
Subaccount is the general ledger subaccount that will be changed for the purchase of the line item. Type a general ledger subaccount number, or press F3 and then select a subaccount number from the list.

Note: You must have access to the subaccount you choose. Access is granted in Account / Subaccount Access (RQ.350.00).

Dept ID
Dept ID defaults to the department of the user specified in User ID in the Item Request (RQ.100.00), User Defaults tab. Enter a different department ID if necessary.
**Req Nbr**

*Req Nbr* displays the requisition number assigned to the line item after the item is approved and a requisition has been generated.

**Requester**

*Requester* indicates the code that identifies the user who initiated the item request.

**Budget (button)**

Click the *Budget* button to open the *Requisition Budget* (RQ.115.00) screen, which displays the amount of budget remaining for the general ledger account and subaccount budget created in the General Ledger Budget Maintenance (01.250.00) screen and the project and task budget created in the Project Controller Budget Maintenance (PA.BSM.00) screen. See “Requisition Budget (RQ.115.00)” on page 123 for more information about the *Requisition Budget* (RQ.115.00) screen.

**Approval Comments (button)**

Click the *Approval Comments* button to display the *Approval Comments* (RQ.511.00) screen. This screen allows you to enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. See “Approval Comments (RQ.511.00)” on page 166 for more information about the screen.

**Item Lookup (button)**

Click the *Item Lookup* button to open the *Inventory Item Lookup* (10.210.00) screen in the Inventory module and check on a specific inventory item.

**Approval Info (button)**

Click the *Approval Info* button to open the *Approval Information* (RQ.100.02) screen and view line item approval information. See “Approval Information (RQ.100.02)” on page 82 for more information about this screen.

**Inventory (button)**

Click the *Inventory* button to open the *Inventory Status* (RQ.100.04) screen and view the current status of the selected line item. See “Inventory Status (RQ.100.04)” on page 84 for more information about this screen.
Item Request, Bill To / Ship To Tab

All shipping and billing contact details are entered in the Bill To / Ship To tab.

![Item Request (RQ.100.00), Bill To / Ship To tab](image)

**Figure 31:** Item Request (RQ.100.00), Bill To / Ship To tab

**Address Type**

The option selected in Address Type will determine the source from which the address is copied.

<table>
<thead>
<tr>
<th>If the option selected is</th>
<th>The address will come from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy from Bill To</td>
<td>Bill To (RQ.100.01) screen</td>
</tr>
<tr>
<td>Department</td>
<td>Department Maintenance (RQ.260.00) screen</td>
</tr>
<tr>
<td>Requisition Setup Record</td>
<td>Requisition Setup (RQ.950.00) screen</td>
</tr>
<tr>
<td>Site</td>
<td>Inventory module Sites (10.310.00) screen</td>
</tr>
<tr>
<td>Customer</td>
<td>Accounts Receivable module Customer Maintenance (08.260.00) screen</td>
</tr>
<tr>
<td>Vendor</td>
<td>Accounts Payable module Vendor Maintenance (03.270.00)</td>
</tr>
<tr>
<td>Other Address Record</td>
<td>Shared Information module Address Maintenance (21.250.00)</td>
</tr>
</tbody>
</table>

**Site ID**

Site ID accepts an inventory site identifier if the selected Address Type is Site. If you do not know the site identifier, press F3 and then select a site ID from the list.

**Customer ID**

Customer ID accepts a default customer identifier if the selected Address Type is Customer. If you do not know the customer ID, press F3 and then select one from the list.
Customer Ship To ID

Customer Ship To ID accepts a default customer shipping address identifier if the selected Address Type is Customer. If you do not know the customer shipping address identifier, press F3 and then select a ship to ID from the list.

Vendor ID

Vendor ID accepts a default identifier for the vendor who will receive the purchase order if the selected Address Type is Vendor. Type a vendor ID, or, press F3 and then select a vendor ID from the list.

Order From ID

Order From ID accepts a purchase order address identifier for the vendor who will receive the purchase order if the selected Address Type is Vendor. Type an ID, or press F3 and then select a purchase order address ID from the list.

Address ID

Address ID accepts an alternate ship-from address identifier if the selected Address Type is Other Address Record. Type an alternate ship-from address ID, or press F3 and then select an ID from the list.

Name

Name identifies the specific location or person the product will be shipped to at the company.

Attention

Attention displays the name or the person who will receive the shipment if Name includes a location and not a person’s name.

Address 1

Use Address 1 to enter the first line of the shipping address.

Address 2

Use Address 2 to enter the second line of the shipping address if needed.

City

In City, enter the city of the shipping address.

State/Province

In State/Province, enter the state or province of the shipping address.

Postal Code

In Postal Code, enter the ZIP Code or postal code of the shipping address.

Country/Region

In Country/Region, enter the country or region of the shipping address.

Phone/Ext

Use Phone/Ext to enter the telephone number of the person who will be responsible for any questions about the purchase order or bid.

Fax/Ext

Use Fax/Ext to enter the facsimile telephone number of the person who will be responsible for any questions about the purchase order or bid.
E-Mail Address

Use **E-Mail Address** to enter the email address of the person who will be responsible for any questions about the purchase order or bid.

**Bill To (button)**

Click the **Bill To** button to open the *Bill To (RQ.100.01)* screen, which contains information about the billing address. See “Bill To (RQ.100.01)” on page 82 for more information about this screen.
Item Request, Other Info Tab

![Image of Item Request (RQ.100.00), Other Info tab]

**Figure 32: Item Request (RQ.100.00), Other Info tab**

**Item Request Alternatives**

Use **Item Request Alternatives** to enter text describing alternatives for the item or items requested. This field is available for editing while the item request status is Open. This entry is optional.

**Item Request Purpose**

Use **Item Request Purpose** to enter text describing the purpose of this item request. This field is available for editing while the item request status is Open. This entry is optional.

**Option A, Option B, and Option C (check boxes)**

The **Option A**, **Option B**, and **Option C** check boxes can be customized to address specific needs in your organization. Reports can also be customized to include these options. Contact your Microsoft Dynamics SL system administrator about your organization’s uses for these check boxes.
Bill To (RQ.100.01)

The Bill To (RQ.100.01) screen, which contains information about the billing address, displays after you click the Bill To button on the Item Request (RQ.100.00), Bill To / Ship To tab.

![Bill To (RQ.100.01)](image)

Figure 33: Bill To (RQ.100.01)

Approval Information (RQ.100.02)

The Approval Information (RQ.100.02) screen displays after you click the Approval Info button on the Item Request (RQ.100.00), Line Items tab. You can view the line item’s approval details in this screen.

![Approval Information (RQ.100.02)](image)

Figure 34: Approval Information (RQ.100.02)

- **Item Req Nbr**
  - Item request number.

- **Inventory ID**
  - Identifier for the selected inventory item.

- **Authority Required**
  - Indicates the level of approval required for an item request when it is submitted for approval.

- **Authority Obtained**
  - Indicates the current level of approval obtained for the item request.
Authority
Indicates the level(s) of approval obtained.

Status
Indicates the status of the approval level obtained.

Approval Path
Indicates the approval path of the approval level obtained. Possible values are Department, Project, and Policy.

Description
Displays the description of the line item or document, depending on the method of approval for the item request (detail versus header).

Extended Cost
Displays the extended cost amount of the item request for each approval level obtained.

Tran Amt
Displays the transaction amount of the item request for each approval level obtained.

Tran Date
Displays the date of the approval obtained.

Tran Time
Displays the time of the approval obtained.

User ID
Displays the user ID that approved the item request.

Comment
Displays any approval comments for the item request.
Inventory Status (RQ.100.04)

The Inventory Status (RQ.100.04) screen displays after you click the Inventory button on the Item Request (RQ.100.00), Lines Items tab. In the screen, you can view the current status of the selected line item.

![Inventory Status (RQ.100.04)](image)

**Figure 35: Inventory Status (RQ.100.04)**

**Inventory ID**
Displays the identifier of the selected inventory item. The item description displays next to Inventory ID.

**Site ID**
Displays the specific inventory storage facility (for example, warehouse or distribution center) where the item is kept.

**Available**
Displays the item’s quantity that is not committed.

**Cust Order**
Displays the item’s total quantity from open sales orders and shippers generated in the Order Management module.

**Not Avail**
Displays the item’s total quantity that is currently stored in a warehouse bin location and is designated as not available as a source of supply.

**Back Order**
Displays the item’s total unfulfilled quantity from open sales orders generated in the Order Management module. This quantity represents a commitment beyond what is already on hand and an immediate demand for any new quantity received.

**On Hand**
Displays the quantity of the selected item that is currently stored at the selected site.

**On PO**
Displays the quantity of the selected item that is currently on an open purchase order.
Approval Comments (RQ.511.00)

The Approval Comments (RQ.511.00) screen displays after you click the Approval Comments button on the Item Request (RQ.100.00), Line Items tab. This screen allows you to enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. Notes can be viewed from the Item Request Approval (RQ.510.00) screen.

Notes entered from the Item Request Approval (RQ.510.00) screen can also be viewed in this screen. This feature could be used by an approver who wants to add comments about a rejected item that could be reviewed by the requester before they resubmit the request. This screen can only be viewed and not changed after the status is Complete.

![Approval Comments (RQ.511.00)](image)

Figure 36: Approval Comments (RQ.511.00)
Requisition (RQ.110.00)

A requisition is a preliminary purchase order. The Requisition (RQ.110.00) screen can be completed by entering data directly or from requests created in the Item Request (RQ.100.00) screen. If the requisition is created from the Item Request Consolidation (RQ.500.00) process, then multiple line items for various departments will be listed on the requisition. The consolidation process selects items with common material types for inclusion on a single requisition. You can then edit the resulting requisition by selecting an appropriate vendor or submitting the requisition for bid. You can also transfer some line items to a new requisition if certain items need to be purchased from a different vendor.

Requisition approval is accomplished on a line item basis or by requisition total amount depending on the Approval Type setting in Requisition Setup (RQ.950.00). For example, if a requisition for five line items is created using Item Request Consolidation (RQ.500.00), and the items are requested by five different departments, each line item is routed for approval based on the established approval requirements and authorities. For department-level approvals, the routing path is identified by the Department Maintenance setting in Requisition Setup (RQ.950.00).

If Project Controller is integrated with the Requisitions module, and a project ID is entered for a detail line, the approval path is based on the approval requirements and authorities established for the selected project.

If the material type for an item is associated with a policy ID established in Policy Maintenance (RQ.270.00), a parallel approval routing in addition to the department or project approval path, will be initiated for the item based on the policy requirements and authorities.

Figure 37: Requisition (RQ.110.00)
**Req Nbr**

*Req Nbr* displays the requisition number that is automatically assigned when the requisition is saved.

To retrieve an existing requisition, enter a valid requisition number, or press F3 and then select a requisition number from the list. The possible values list displays saved requisitions based on criteria established in the Shared Information *Authority Level Maintenance (21.390.00)* screen. Access can be restricted to allow a user to view only the requisitions they created, to view requisitions created by other users in the same department, or to view all requisitions stored in the database.

**Req Cntr**

*Req Cntr* is used to create and view change requests. The field is available only after a purchase order has been created. Select the change request doc handling option. The detail grid will display the details for the selected item number and the quantity and cost fields can then be edited. Users should enter the new value or cost. The application will not accept negative amounts. A new item can be added to an existing purchase order by entering an *Item Nbr* on the Change Request that does not currently exist on the original requisition. Multiple change requests can be issued against an original requisition. The user can also press F3 on the keyboard to open the Possible Values list for this field to determine the number of change requests that exist for a requisition.

**Status**

*Status* updates automatically as a requisition progresses through various stages. It cannot be changed by the user. *Status* can be any one of the following:

- **Open** — The initial status of a requisition. Indicates that the requisition has not been submitted for approval, submitted for bid, or canceled.
- **On Bid** — Requisition is submitted for bid.
- **On Approval** — Indicates that the requisition was submitted for approval.
- **Approved** — Indicates that all line items on the requisition were approved.
- **Rejected** — Indicates that a line item or line items were rejected.
- **PO Issued** — Indicates that a purchase order was created.
- **Canceled** — Indicates that the requisition was canceled.
- **Completed** — Indicates that all line items on the requisition were converted to a purchase order. For a regular order, the status changes to Completed when all items are received, a voucher has been entered and posted, and *Status/Budget Update (RQ.530.00)* is run. For a blanket order, the status changes to Completed when all items on the original requisition are procured through regular orders against the blanket order. In cases where the expiration date on the blanket order is past, *Status/Budget Update (RQ.530.00)* will change the status to Completed and relieve any remaining unprocured amounts from the committed total in the encumbrance calculation.
Doc Handling

Doc Handling offers various handling options that impact the status of the requisition. The available options are restricted based on the status of the requisition. Possible handling options are:

<table>
<thead>
<tr>
<th>If the status is...</th>
<th>The handling option could be...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>No Action, Submit for Bid, Submit for Approval, or Cancel</td>
</tr>
<tr>
<td>On Bid</td>
<td>No Action, Submit for Approval, or Cancel</td>
</tr>
<tr>
<td>On Approval</td>
<td>No Action or Cancel</td>
</tr>
<tr>
<td>Rejected</td>
<td>No Action, Submit for Bid, Resubmit for Approval, or Cancel</td>
</tr>
<tr>
<td>PO Issued</td>
<td>No Action or Change Request</td>
</tr>
<tr>
<td>Canceled</td>
<td>No Action</td>
</tr>
<tr>
<td>Completed</td>
<td>No Action</td>
</tr>
</tbody>
</table>

Doc Handling options are:

- **No Action** — Indicates that no change will be made to the requisition status when the screen is closed.

- **Submit for Approval** — Indicates that the requisition will be submitted via the appropriate approval routing path based on the approval requirements already established. Always select this handling option when entries for the requisition are complete. If approval requirements are not established, the requisition will automatically default to the Approved status after the screen is closed or the Finish button is clicked. The requisition will then be available to be used as the source for creation of a new purchase order.

- **Submit for Bid** — Used when the purchasing agent requests a quote from a vendor. The Vendor Evaluation button is enabled in the Vendor Information tab so that quotes can be printed and then forwarded to the appropriate vendors.

- **Resubmit** — Used when approval requirements are established and one or more line items have been rejected by the approver. The requester can then edit the requisition and resubmit it for approval.

- **Create PO** — Used to generate a printable purchase order directly from the Requisition (RQ.110.00) screen. The requisition must have a status of Approved. The purchase order number will correspond with the requisition number for easy reference. Also, the requisition number will display on the Purchase Orders (04.250.00) screen.

  **Note:** Use the Generate Purchase Order (RQ.400.00) process to generate multiple purchase orders from all approved requisitions.

- **Change Request** — Allows the entry of a change request against a requisition from which a purchase order was created. Note that the requisition must have a status of PO Issued in order to generate a change request. A change request cannot be issued against a blanket or standard order. In addition, change requests cannot be issued after items have been received against the purchase order.

- **Cancel** — Terminates the requisition. This option is useful if an approver rejects the requisition and the requester chooses not to resubmit it. A requisition cannot be deleted after it is saved, but Delete Detail (RQ.550.00) can be executed to delete cancelled requisitions if they meet the delete detail criteria. See “Deleting Detail” on page 62 for more information about deleting detail.

**Description**

**Description** is an explanation of the requisition. The text you type here can be a maximum of 30 characters in length.
Req Type

Req Type designates whether a request is for capital or standard items. This provides the ability to route a requisition through different approval requirements and authorities for each request type. For example, capital requests may require three levels of approval, while standard requests may only require two levels of approval. To take advantage of this functionality, approval requirements and authorities must be established in the appropriate screens. Otherwise, an error message will display when the requisition is submitted for approval, indicating that the necessary requirements are not defined.

PO Type

In PO Type, select the type of purchase order you want to create from your requisition. The options are:

- Regular Order — The default purchase order type. This type will create a regular order in the Purchasing module.
- Drop Ship Order — Drop ship orders allow you to send goods directly to a customer. This type will create a drop ship order in the Purchasing module.
- Blanket Order — The blanket order type allows you to create an order for a contracted amount that is open for an extended period of time. The expiration date for blanket orders must be within the current fiscal year as defined in the General Ledger module. Costs associated with a blanket order are committed when the order is submitted for approval. Regular orders are entered against blanket orders. The quantity ordered on a regular order must be lower than or equal to the remaining quantity on the associated blanket order. A regular order against a blanket order does not need to be approved since blanket orders are approved when they are created. Costs on a regular order do not increase the committed amount on the associated blanket order. If a regular order is canceled, the quantity and cost of that order is added back to the blanket order.

Note: Change requests cannot be issued against blanket orders.

- Standard Order — The standard order type serves as a template and is never used to create a purchase order. Choose the standard order type to save requisition formats that can be utilized later to save data entry time. All fields are editable on a requisition that is created from the standard order type.

Vendor ID

Vendor ID allows you to select the supplier to which the resulting purchase order will be submitted. You must enter a vendor ID before you submit the requisition for approval. Type a valid vendor ID, or press F3 to choose a vendor ID from a list of active Accounts Payable module vendors.

If Doc Handling is set to Submit for Bid, Vendor ID will not be available. Later in the process, it will display the vendor ID selection made in the Vendor Evaluation (RQ.113.00) screen. The field should be left blank if you are creating a regular order from a blanket or standard order. A vendor ID will display after an order number is selected in Blkt / Std Nbr.

Priority

Priority allows you set the requisition’s level of importance. The options are Low, Medium, or High.

Blkt / Std Nbr

Blkt / Std Nbr is used when creating a regular order that will be applied to an established blanket or standard order. Press F3 to choose from a list of all open blanket and standard orders.

Ext Cost Total

Ext Cost Total is the total of the extended cost for the requisition currently displayed.
Req Total

Req Total is the total of the extended cost and other costs for the requisition taking into consideration any changes to the requisition resulting from change requests.

Print (button)

Click the Print button to print the requisition from the entry screen.
Requisition, User Defaults Tab

The **User Defaults** tab displays information about the user who is requesting the data based on their Microsoft Dynamics SL login ID.

![Requisition (RQ.110.00), User Defaults tab](image)

**User ID**

**User ID** displays the login ID of the user entering the requisition. This field can be changed for situations where the user is entering the requisition for another individual in the organization. Press F3 to choose from a list of valid user IDs.

**Note:** In situations where the user ID is changed, the application will maintain IDs for the user submitting the requisition and the user whose ID is entered in **User ID** on the **User Defaults** tab. The Approval Information (RQ.100.02) screen for item requests and the Approval Information (RQ.114.00) screen for requisitions will identify the user that submitted the request.

**Dept ID**

**Dept ID** displays the department of the user whose identifier appears in **User ID**. Users are assigned to departments in the Department Maintenance (RQ.260.00) screen. Press F3 to choose from a list of all departments associated with the user ID (for example, a director or administrative assistant might be associated with several departments).

**Company**

**Company** displays the identifier of the company to which the user is logged on. Press F3 to choose from a list of company IDs.
Requisition, Header Defaults Tab

The **Header Defaults** tab can be used to help facilitate requisition detail line entry. A value entered in **Material Type**, **Project**, or **Task** on this tab will appear in the corresponding field on the **Line Items** tab.

**Figure 39: Requisition (RQ.110.00), Header Defaults tab**

**Material Type**

If you select a material type from the **Material Type** list, it will apply to all of this requisition’s line items. Press **F3** to choose from a list of material types. Material types are defined in the Shared Information **Material Type Maintenance** (21.370.00) screen.

**Project**

If you select a project from the **Project** list, it will apply to all of this requisition’s line items. Press **F3** to choose from a list of projects. Projects are defined in the Project Controller module.

**Task**

If you select a task from the **Task** list, it will apply to all of this requisition's line items. Press **F3** to choose from a list of tasks. Tasks are defined in the Project Controller module.
Requisition, Line Items Tab

The **Line Items** tab displays the transaction detail for each line item of the requisition.

![Image of Requisition (RQ.110.00), Line Items tab](image)

**Figure 40 Requisition (RQ.110.00), Line Items tab**

**Status**

*Status* is a two-character, display-only field. It updates automatically as the requisition progresses through various stages. It cannot be changed by the user.

Purchase order change requests do not affect the value of *Status* for the previous document in *Req Cntr*. Instead, a new requisition is created with the next number in *Req Cntr*.

Status can be one of the following:

- **OP (Open)** — Initial status of the requisition. Indicates that it has not been submitted for approval, submitted for bid, or canceled.
- **SA (On Approval)** — Indicates that the requisition was submitted for approval.
- **AP (Approved)** — Indicates that all line items on the requisition were approved. If requisition approval requirements are not established in *Requisition Approval (RQ.520.00)*, then *Status* will automatically update to Approved when the requisition is submitted for approval.
- **RJ (Rejected)** — Indicates that a line item or line items were rejected. If requisition approval requirements are established, the approver can reject any line item on the requisition. The requester will need to modify the request by changing or deleting the item and then resubmit the requisition for approval. The requisition can also be cancelled.
- **PO (PO Issued)** — Indicates that a line item or line items are converted to a purchase order.
- CD (Canceled) — Indicates that Cancel was selected in the Doc Handling field. This may be necessary if the requisition is rejected or terminated.
- CP (Completed) — Indicates that all line items on the requisition have been converted to a purchase order.

**Item Nbr**

**Item Nbr** is a reference number for a requested item. Enter the number 1 for the first line item. Note that after you move to the next field, the item number will display, preceded by zeros.

When you are creating a change request, enter the item number of the line item you want to modify. Information from the original requisition will then appear in the line, and you will be able to modify the quantity or costs of the selected item.

You can also use a change request to add line items to a requisition. In **Item Nbr**, type the next available item number and complete the detail line with information about the new item.

**Purchase For**

**Purchase For** identifies the type of item being purchased or the general purpose for the line item. For example, if the item will be used for a particular project, Goods for Project would be selected.

The options are:
- Description Line — Indicates that the line will be used to enter additional description text. A receipt is not entered for this type of line.
- Freight Charges — Indicates that the line will be used to enter freight charges. The account and subaccount default from the values entered in the Purchasing module PO Setup (04.950.00) screen.
- Goods For Inventory — Indicates that the item will replenish inventory. If you are using the Inventory module, inventory will be replenished and an Accounts Payable voucher will be matched to the inventory receipt.
- Goods for Project — Indicates that the item will be used for a specific project defined in the Project Controller module. A receipt is entered in Purchasing, which will update the project. Inventory will not be updated, but an Accounts Payable voucher will be matched to the receipt if you are using the Project Controller module.
- Goods for Project Inventory — Indicates that the line will both replenish inventory and be used by a specific project. A receipt is entered in Purchasing, which will both replenish inventory and update the project. An Accounts Payable voucher will be matched to the Inventory receipt.
- Misc Charges — Indicates that the line will be used to enter a charge that does not fit a particular category. A receipt is entered for this line item.
- Non-Inventory Goods — Indicates that the item will not replenish inventory. A receipt will be entered in the Purchasing module for this item, but inventory will not be updated. Instead, the costs are expensed, and an Accounts Payable voucher is matched to the receipt.
- Services for Expenses — Indicates that the item is a purchase of services. A receipt is not entered for this item. Instead, an Accounts Payable voucher is matched directly to the purchase order.
- Services for Project — Indicates that the item is a purchase of services required for a specific project defined in the Project Controller module. A receipt is not entered. Instead, an Accounts Payable voucher is matched directly to the purchase order and the specified project is updated after the voucher is released.

**Inventory ID**

**Inventory ID** is the identifier for the item that is being requested. Enter an inventory ID, or press F3 and then select an inventory ID from the list. Inventory IDs are defined on the Inventory Items (10.250.00) screen in the Inventory module.
Material Type

Material Type is the material type associated with the item identifier in Inventory ID. Enter a different material type, or press F3 and then select a material type from the list. Material types are defined in the Shared Information Material Type Maintenance (21.370.00) screen.

Site ID

Site ID automatically displays information associated with the inventory ID you selected. To change the site ID, press F3 and then select a site ID from the list. Site IDs are defined on the Inventory Items (10.250.00) screen in the Inventory module.

Alternate ID / Descr

In Alternate ID / Descr, you can enter an identifier to substitute for the ID of the inventory item you are requesting. The inventory item must be associated with a cross reference, which was defined on the Item Cross References (10.380.00) screen in the Inventory module. Enter an alternate ID for the item you are requesting or, press F3 and then select an alternate ID from the list. If a new alternate ID is needed, you can enter one in this field, and the entry will be stored in the Inventory module for future use.

Note: If a preferred vendor is not entered, the alternate ID will not be saved in the item cross reference table.

Quantity Ordered

In Quantity Ordered, enter the quantity of the item or items you are requesting.

Unit

Unit is the default unit of measure defined for the item in the Inventory module. To change the value in Unit, press F3, and then select a new unit of measure from the list.

Unit Cost

Unit Cost (estimated unit cost) is the default unit cost associated with the item you are requesting. Estimated unit cost is defined on the Purchasing module’s PO Setup (04.950.00) screen.

Ext Cost

Ext Cost (extended cost) is based on the calculation, Unit multiplied by Unit Cost.

Description

Description automatically displays the description that corresponds to Inventory ID. This information is defined on the Inventory Items (10.250.00) screen.

Account

Account is the general ledger account number that will be charged for the purchase of the item. Type a general ledger account number, or press F3 and then select an account from the list.

Note: You must have access to the account you choose. Access is granted in Account / Subaccount Access (RQ.350.00).

Project

Project is available only if Purchase For is set to Goods for Project and the general ledger account number selected in Account is associated with an account category in the General Ledger module. Type a project ID, or press F3 and then select a project ID from the list.
Task

Task is available only if Purchase For is set to Goods for Project and the general ledger account number selected in Account is associated with an account category in the General Ledger module. Type a task ID, or press F3 and then select a task ID from the list.

Subaccount

Subaccount is the subaccount number that will be charged for the purchase of the item. Type a general ledger subaccount number, or press F3 and then select a subaccount from the list.

Note: You must have access to the subaccount you choose. Access is granted in Account / Subaccount Access (RQ.350.00).

Dept ID

Dept ID defaults to the department of the user creating the requisition if departments were defined in Department Maintenance (RQ.260.00) and a department was assigned to the user in Department Assignment (RQ.280.00). Enter a department ID if departments were not defined and assigned earlier.

Labor Class

Labor Class displays the labor class code associated with a labor transaction. Labor classes are defined in the Project Controller module.

Billable

Billable indicates whether the project costs will be billed to the customer.

Ship From

In Ship From, you can enter shipping instructions. This field is used for informational purposes only and will not print on the purchase order.

Ship Via

In Ship Via, you can enter shipping instructions. If an entry was already made in the Ship Via field on the Shipping Information tab, that information will default for each item on the Line Items tab grid. However, you can override that information for individual items. If information was not entered in Ship Via on the Shipping Information tab, then you can enter shipping information in this field. The Ship Via information will print on the purchase order.

Receipt Qty Min%

Receipt Qty Min% (minimum receipt quantity control percentage) displays the minimum item quantity, expressed as a percentage of the item quantity ordered, that your organization can receive and still complete the item's transaction detail line during receipts entry. The value must be zero or greater and can be up to 100. A zero means no minimum quantity is required. You can change this percentage for each line if necessary. Receipt Qty Min% defaults from values entered in the Accounts Payable module's Vendor Maintenance (03.370.00) screen.

Example: If a vendor's receipt minimum percentage is 90%, the quantity received against the purchase order is divided by the quantity on the purchase order. The result is compared to the vendor's Receipt Qty Min%. If the result is greater than or equal to Receipt Qty Min%, the entry proceeds without error. If the result is less than Receipt Qty Min%, the action specified in Receipt Action is taken. If the purchase order quantity is 25 units, but the quantity received against the purchase order is 20 units, the Receipt Action will be taken because the result (80%) is less than the vendor's Receipt Qty Min% (90%).
Rcpt Max%
Rcpt Max% (maximum receipt quantity control percentage) displays the maximum item quantity, expressed as a percentage of the item quantity ordered, that your organization can receive and still complete the item’s transaction detail line during receipts entry. The value must be zero or greater and can be up to 100. A zero means no minimum quantity is required. You can change this percentage for each line if necessary. Rcpt Max% defaults from values entered in the Accounts Payable module's Vendor Maintenance (03.370.00) screen.

Example: If a vendor’s receipt minimum percentage is 120%, the quantity received against the purchase order is divided by the quantity on the purchase order. The result is compared to the vendor’s Rcpt Max%. If the result is less than or equal to Rcpt Max%, the entry proceeds without error. If the result is greater than Rcpt Max%, the action specified in Receipt Action is taken. If the purchase order quantity is 25 units, but the quantity received against the purchase order is 35 units, the Receipt Action will be taken because the result (140%) is greater than the vendor’s Rcpt Max% (120%).

Receipt Action
Receipt Action indicates the type of action message that appears and the action that should be taken when the actual quantity received is something other than what was entered in Receipt Acceptance Min and Receipt Acceptance Max on the Account Payable Vendor Maintenance (03.370.00) screen. The options are:
- Reject Qty and Display Error — An error message appears and all receipt quantities falling outside of the items minimum and maximum percentages are rejected.
- Accept Qty and Display Warning — A warning message appears for all receipt quantities falling outside of the item’s minimum and maximum values. Any receipt quantity of the item you specify is accepted.
- Accept Qty and No Warning — Any receipt quantity of the item is accepted.

Required Date
Required Date is the date the item is needed. This is an optional field that is used for informational purposes only. It will print on the purchase order and request for bid.

Promise Date
Promise Date is the date on which the vendor agreed to deliver the item. This is an optional field that is used for informational purposes only. It will print on the purchase order.

Budgeted (check box)
The Budgeted check box indicates whether the item being requested is included in the organization’s budget. This field does not directly interface with the General Ledger Budget Maintenance (01.250.00) screen. It is used to trigger a distinct approval routing for departments or projects. Corresponding approval requirements and authorities must be defined in the Department Approval Maintenance (RQ.290.00) screen or in the Project Approval Maintenance (RQ.300.00) screen in order for the individual approval routing to function.

Example: Requests for items that have been considered in the budget might only require Supervisor approval, while non-budgeted items might require both a supervisor’s and a department manager’s approval.

Transfer (check box)
The Transfer check box marks an item for transfer to another requisition. If the consolidation process combines line items from several item requests into a single requisition and one or more of the items need to be purchased from another vendor, the line or lines can be marked for transfer. Clicking the Transfer Requisition button at the bottom of the Requisition (RQ.110.00) screen then initiates the transfer process.
Approval Comments (button)
Click the Approval Comments button to display the Approval Comments (RQ.511.00) screen. This screen allows you to enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. See “Approval Comments (RQ.511.00)” on page 166 for more information about this screen.

Item Lookup (button)
Click the Item Lookup button to display the Inventory Item Lookup (10.210.00) screen. This will allow you to use the Inventory module’s lookup capabilities when the item’s Inventory ID is unknown. See the Inventory module online help or user guide for information about the Inventory Item Lookup (10.210.00) screen.

Approval Info (button)
Click the Approval Info button to display the Approval Information (RQ.114.00) screen and view the line item’s approval information. See “Approval Information (RQ.114.00)” on page 115 for more information about this screen.

Inventory (button)
Click the Inventory button to open the Inventory Status (RQ.110.01) screen and view the current status of the selected line item. See “Inventory Status (RQ.110.01)” on page 109 for more information about this screen.

IR Info (button)
The IR Info button is enabled if a requisition was generated as a result of an item request. Click this button to open the Item Request Info (RQ.110.02) screen and view the item request information associated with the line item. See “Item Request Info (RQ.110.02)” on page 110 for more information about this screen.

Transfer Requisition (button)
Click the Transfer Requisition button to open the Transfer Requisition Items (RQ.110.03) screen. See “Transfer Requisition Items (RQ.110.03)” on page 111 for more information about this screen.
Requisition, Shipping information Tab

In the **Shipping Information** tab, you can enter shipping and contact information the supplier will use. Information on this tab applies to the entire requisition, but it can be overridden for individual line items.

![Requisition (RQ.110.00), Shipping information tab](image)

**Address Type**

The option selected in the **Address Type** field will determine which of the following fields are activated and the source for the address information.
If the option selected is... | The address will come from...
--- | ---
Copy from Bill To | Bill To (RQ.100.01) screen
Department | Department ID on the Department Maintenance (RQ.260.00) screen
Requisition Setup Record | Requisition Setup (RQ.950.00) screen
Site | Site ID on the Inventory module Site Maintenance (10.310.00) screen
Customer | Customer ID on the Accounts Receivable module Customer Maintenance (08.260.00) screen
Vendor | Vendor ID on the Accounts Payable module Vendor Maintenance (03.270.00) screen
Other Address Record | Address ID on the Shared Information module Address Maintenance (21.250.00) screen

Site ID
Site ID accepts an inventory site identifier if the selected Address Type is Site. Type a site ID, or press F3 and then select a site ID from the list.

Customer ID
Customer ID accepts a customer identifier if the selected Address Type is Customer. Type a customer ID, or press F3 and then select a customer ID from the list.

Customer Ship To ID
Customer Ship To ID accepts a customer shipping address identifier if the selected Address Type is Customer. Type a customer shipping address ID, or press F3 and then select a ship-to ID from the list.

Vendor ID
Vendor ID accepts an identifier for the vendor who will receive the purchase order if the selected Address Type is Vendor. Type a vendor ID, or press F3 and then select a vendor ID from the list.

Order From ID
Order From ID displays a purchase order address identifier for the vendor who will receive the purchase order if the selected Address Type is Vendor. Type a purchase order address ID, or press F3 and then select a purchase order address ID from the list.

Address ID
Address ID displays an alternate ship-from address identifier if the selected Address Type is Other Address Record. Type an alternate ship-from address ID, or press F3 and then select an address ID from the list.

Name
Name identifies the specific location or person the product will be shipped to at the company.

Attention
Attention displays the name or the person who will receive the shipment if Name includes a location and not a person’s name.

Address 1
Use Address 1 to enter the first line of the shipping address.

Address 2
Use Address 2 to enter the second line of the shipping address if needed.
City
In **City**, enter the city of the shipping address.

**State/Province**
In **State/Province**, enter the state or province of the shipping address.

**Postal Code**
In **Postal Code**, enter the ZIP Code or postal code of the shipping address.

**Country/Region**
In **Country/Region**, enter the country or region of the shipping address.

**Phone/Ext**
Use **Phone/Ext** to enter the telephone number and extension of the person who will be responsible for any questions about the purchase order or bid.

**Fax/Ext**
Use **Fax/Ext** to enter the facsimile telephone number and extension of the person who will be responsible for any questions about the purchase order or bid.

**E-Mail Address**
Use **E-Mail Address** to enter the email address of the person who will be responsible for any questions about the purchase order or bid.

**Ship Via ID**
**Ship Via ID** is a user-defined field that is typically customized to include a list of the company’s valid shipping methods.

**FOB Point**
Use **FOB Point** to enter the free on board point for the shipment.

**Confirm To**
In **Confirm To**, enter the name of a person who will receive confirmation of the shipment.

**Bill To (button)**
Click the **Bill To** button to open the **Bill To (RQ.110.05)** screen, which contains information about the billing address. See “**Bill To (RQ.110.05)**” on page 112 for more information about this screen.
Requisition, Vendor Information Tab

The **Vendor Information** tab displays details such as the name, address, and telephone number of the vendor associated with the requisition (in the case of a bid submission) or purchase order you are creating. Address information defaults from the Accounts Payable **Vendor Maintenance** (03.270.00) screen. The defaults can be changed if necessary.

**Figure 42: Requisition (RQ.110.00), Vendor Information tab**

**Address ID**

*Address ID* is the code identifying the address to which the requisition or purchase order will be sent.

**Name**

*Name* is the name of the vendor that will receive the requisition or purchase order.

**Attention**

*Attention* displays the vendor contact for the requisition or purchase order.

**Address 1**

*Address 1* displays the first line, typically a suite number, of the vendor’s address.

**Address 2**

*Address 2* displays the second line, typically a post office box or street location, of the vendor’s address.

**City**

*City* displays the municipality in which the vendor is located.
State/Province
State/Province displays the state or province in which the vendor is located.

Postal Code
Displays the vendor’s postal code.

Country/Region
Displays the country or region in which the vendor is located.

Phone/Ext
Phone/Ext displays the vendor’s telephone number.

Fax/Ext
Fax/Ext displays the vendor’s facsimile phone number.

E-Mail Address
E-Mail Address displays the vendor’s email address.

Vendor Evaluation (button)
Click the Vendor Evaluation button to display the Vendor Evaluation (RQ.113.00) screen when the requisition’s status is set to Submit for Bid. This screen is used to create bids for submission to one or more vendors. See “Vendor Evaluation (RQ.113.00)” on page 113 for more information about the screen.
Requisition, Budget Tab

The Budget tab displays budget account and subaccount information if the selected line item is not associated with a project and task. If a project and task are assigned to the line item, only project budget information appears on this tab. The software checks for budget information when you submit a requisition for approval.

Note:

- To select a specific general ledger or project/task budget to view, open the Requisition Budget (RQ.115.00) inquiry screen.
  You can also click Budget on the following screens to open Requisition Budget (RQ.115.00):
  - Item Request (RQ.100.00)
  - Item Request Approval (RQ.510.00)
  - Requisition Approval (RQ.520.00)
- Budget information is created in the General Ledger Budget Maintenance (01.250.00) screen.

![Figure 43: Requisition (RQ.110.00), Budget tab (the line item is associated with a project and task)]
Figure 44: Requisition (RQ.110.00). Budget tab (the line item is not associated with a project and task)

**GL Account / Subaccount Budget Area**

**Account**
Account displays the line item's general ledger account number.

**Subaccount**
Subaccount displays the line item's general ledger subaccount number.

**Budget Through**
Budget Through displays the current general ledger period.

**Actual Ledger ID**
Actual Ledger ID displays the ledger ID that identifies the financial posting ledger as indicated in General Ledger Setup (01.950.00). Ledger IDs are defined in the Ledger Maintenance (01.310.00) screen of the General Ledger module.

**Budget Ledger ID**
Budget Ledger ID displays the code for the budget ledger that was assigned in the Requisition Setup (RQ.950.00) screen.
YTD Budgeted
YTD Budgeted displays the budget assigned to the account-subaccount combination. The figure will be for the current general ledger posting period. For example, if you are in month 10 of a calendar fiscal year, the field will display 10 months of budgeted amounts.

YTD Actual
YTD Actual displays the total amount posted to the account-subaccount combination as of the current general ledger posting period.

YTD Committed
YTD Committed displays any requisition submitted for approval and any item on a purchase order that has not yet been posted to the general ledger.

Budget Remaining
Budget Remaining displays a calculated amount of budgeted less actual and commitments. This is the amount that is still available to use.

Project Task / Budget Area
Project
Project displays the project ID associated with the line item.

Task
Task displays the task ID associated with the line item.

EAC Budget
EAC (estimate at completion) Budget displays the budget defined for the completion of the project.

EAC Actual
EAC Actual displays the specific amount charged to the project.

EAC Committed
EAC Committed displays the amount committed to the project outside of the Requisitions module.

Req Committed
Req Committed displays the amount committed to the project through the Requisitions module.

Remaining Balance
Remaining Balance is a calculation of budget less actual and committed.
Requisition, Other Information Tab

In the **Other Information** tab, miscellaneous data displays (such as purchase order date, blanket expiration date, vendor terms, certificate of compliance, and buyer), as well as the purpose of the requisition and possible alternatives for the requisition.

![Figure 45: Requisition (RQ.110.00). Other Information tab](image)

**PO Date**

**PO Date** displays the date that a purchase order was created from the requisition. This date cannot be changed.

**Blkt Exp Date**

**Blkt Exp Date** (blanket expiration date) allows you to enter an expiration date for a blanket purchase order and will display, for future reference, the date the blanket purchase order will expire.

**Terms**

**Terms** displays the payment terms associated with the purchase order. The terms will default to the terms set up for the vendor, but you can press F3 and select a terms ID to override the default terms.

**Certificate of Compliance**

**Certificate of Compliance** allows you to choose whether a certificate of compliance is required with the purchase order.
Buyer

In **Buyer**, you can choose the identification code of the buyer associated with the person who is responsible for purchasing the item.

**Req Create Date**

**Req Create Date** displays the date the requisition was created.

**Alternatives**

Use **Alternatives** to enter text describing a substitute item or items for the primary item or items you are requesting. The text can be approximately 32,000 characters in length and can be edited while the status of the requisition is Open.

**Purpose**

Use **Purpose** to enter an explanation for the purpose of the requisition. Entries are optional and can be approximately 32,000 characters in length. The text can be edited while the status of the requisition is Open.

**Option-A, Option-B, and Option-C (check boxes)**

The **Option-A**, **Option-B**, and **Option-C** check boxes can be customized to address specific needs in your organization. Reports can also be customized to include these options. Contact your Microsoft Dynamics SL system administrator about your organization’s uses for these check boxes.
Inventory Status (RQ.110.01)

The Inventory Status (RQ.110.01) screen displays after you click the Inventory button on the Requisition (RQ.110.00), Line Items tab.

![Inventory Status (RQ.110.01)](image)

*Figure 46: Inventory Status (RQ.110.01)*

**Inventory ID**
Displays the identifier of the selected inventory item. The item description displays next to Inventory ID.

**Site ID**
Displays the specific inventory storage facility (for example, warehouse or distribution center) where the item is kept.

**Available**
Displays the item’s quantity that is not committed.

**Cust Order**
Displays the item’s total quantity from open sales orders and shippers generated in the Order Management module.

**Not Avail**
Displays the item’s total quantity that is currently stored in a warehouse bin location and is designated as not available as a source of supply.

**Back Order**
Displays the item’s total unfulfilled quantity from open sales orders generated in the Order Management module. This quantity represents a commitment beyond what is already on hand and an immediate demand for any new quantity received.

**On Hand**
Displays the quantity of the selected inventory item currently stored at the selected site.

**On PO**
Displays the quantity of the selected inventory item currently on an open purchase order.
Item Request Info (RQ.110.02)
The Item Request Info (RQ.110.02) screen displays after you click the IR Info button on the Requisition (RQ.110.00), Line Items tab.

![Item Request Info (RQ.110.02)](image)

Figure 47: Item Request Info (RQ.110.02)

**Item Request Nbr**  
Item request number.

**Department**  
Department of the person who requested the item request.

**Description**  
Details about the item request.

**Catalog Info**  
Information about the catalog the requested item was found in, such as the name of the catalog and the number of the page where the item is listed.

**Preferred Vendor**  
Identification code for the favored supplier of this item.

**Item Nbr**  
Detail line identification code.

**IR Requester**  
Name of the person who requested the item request.
Transfer Requisition Items (RQ.110.03)

The Transfer Requisition Items (RQ.110.03) screen displays after you click the Transfer Requisition button on the Requisition (RQ.110.00), Line Items tab. The Transfer check box in the requisition detail line must be selected before you can perform a transfer. In this screen, you can move an item from an open requisition to a new requisition you will create or to an existing open requisition.

![Figure 48: Transfer Requisition Items (RQ.110.03)](image)

**Type of Transfer**
Select New Requisition or Existing Open Requisition to choose the destination for the transfer or copy.

**New Requisition Nbr**
Type a valid requisition number which will be assigned to the new requisition.

**Transfer**
Select this option to move items from a requisition to a new or another existing requisition.

**Copy**
Select this option to send a copy of items to a new or an existing requisition.

**Begin Processing (button)**
Click Begin Processing to start the transfer or copy process.

**Cancel (button)**
Click Cancel to exit the screen without starting the process.
Bill To (RQ.110.05)

The Bill To (RQ.110.05) screen displays when you click the Bill To button on the Requisition (RQ.110.00), Shipping Information tab. This screen contains information about the billing address.

![Bill To (RQ.110.05) Screen](image)

*Figure 49: Bill To (RQ.110.05)*
Vendor Evaluation (RQ.113.00)

The Vendor Evaluation (RQ.113.00) screen displays after you click the Vendor Evaluation button if the requisition’s status is set to Submit for Bid. This screen is used to track, analyze, and accept bids submitted by vendors.

![Vendor Evaluation (RQ.113.00) Screen]

**Req Nbr**

*Req Nbr* displays the number of the requisition for which the bid is being requested.

**Date quote required**

In **Date quote required**, enter the last date the vendor can submit their bid.

**Vendor of Choice (check box)**

Select the **Vendor of Choice** check box to indicate that the vendor’s bid was accepted.

**Vendor ID**

**Vendor ID** is the identification code assigned to the vendor. Type a vendor ID, or press F3 and then select a vendor ID from the list.

**Output**

In **Output**, choose whether the request for bid will be previewed on the screen or printed.

**Company Name**

**Company Name** is the name of the vendor.

**Contact Name**

**Contact Name** is the vendor’s primary contact.
Phone/Ext
Phone/Ext lists the vendor’s telephone number and extension.

Fax/Ext
Fax/Ext lists the vendor’s facsimile telephone number and extension.

Quote Amt
In Quote Amt, enter amount of the vendor’s quote in response to your Request for Bid.

Quote Nbr
In Quote Nbr, enter the reference number the vendor assigned to the returned quote.

Address 1
Address 1 displays the first line of the vendor’s address.

Address 2
Address 2 the second line of the vendor’s address.

City
City lists the vendor’s city.

State, Province
State, Province lists the vendor’s state or province.

Postal Code
Postal Code lists the vendor’s ZIP Code or postal code.

Country/Region
Country/Region lists the vendor’s country or region.

Comments
In Comments, type additional text, such as special instructions, that you would like to include on the Request for Bid form.

E-Mail Address
E-Mail Address lists the email address of the vendor’s primary contact.
**Approval Information (RQ.114.00)**

The *Approval Information* (RQ.114.00) screen, which displays when you click the *Approval Info* button on the *Requisition* (RQ.110.00), **Line Items** tab, allows you to view the line item’s approval information.

![Approval Information (RQ.114.00) Screen](image)

*Figure 51: Approval Information (RQ.114.00)*

- **Req Nbr**
  - *Req Nbr* displays the requisition number.

- **Req Cntr**
  - *Req Cntr* displays the requisition counter number.

- **Item Nbr**
  - *Item Nbr* displays the detail line item number.

- **Status**
  - *Status* displays the status of the requisition.

**Department / Project Area**

**Authority Required**

- *Authority Required* displays the level of approval required for the requisition based on the department or project approval path. “None” indicates that no department or project approval is required.

**Authority Obtained**

- *Authority Obtained* displays the current level of approval obtained for the requisition based on the department or project approval path. “None” indicates that no department or project approval is required.
Policy Area

Authority Required

Authority Required displays the level of approval required for the requisition based on the policy approval path. “None” indicates that no policy approval is required.

Authority Obtained

Authority Obtained displays the current level of approval obtained for the requisition based on the policy approval path. “None” indicates that no policy approval is required.
Approval Information, Department / Project Approval Tab

Department or project approvals obtained for a requisition are displayed in this tab.

Figure 52: Approval Information (RQ.114.00), Department / Project Approval tab

Level
Level displays each level of approval obtained for the requisition.

Status
Status displays each status of approval obtained for the requisition.

Approval Path
Approval Path indicates the method of approval the requisition will follow. The options are Department and Project.

Description
Description displays the detail line’s description.

Tran Amt
Tran Amt displays each extended cost amount through the approval process for the requisition.

Tran Date
Tran Date displays each transaction date through the approval process for the requisition.

Tran Time
Tran Time displays each transaction time through the approval process for the requisition.

User ID
User ID displays each identification code assigned to each user who touched the requisition during the approval process.
Comment

Comment displays any comments entered for the requisition during the approval process.
Approval Information, Policy Approval Tab

Policy approvals obtained for a requisition are displayed in this tab.

![Approval Information (RQ.114.00), Policy Approval tab](image)

**Level**

Level displays each level of approval obtained for the requisition.

**Status**

Status displays each status of approval obtained for the requisition.

**Approval Path**

Approval Path indicates the method of approval the requisition will follow. The valid option is Policy.

**Description**

Description displays the detail line’s description.

**Tran Amt**

Tran Amt displays each extended cost amount through the approval process for the requisition.

**Tran Date**

Tran Date displays each transaction date through the approval process for the requisition.

**Tran Time**

Tran Time displays each transaction time through the approval process for the requisition.

**User ID**

User ID displays each the identification assigned to each user who touched the requisition during the approval process.
Comment

Comment displays any comments entered for the requisition during the approval process.
Approval Comments (RQ.511.00)

The Approval Comments (RQ.511.00) screen appears after you click the Approval Comments button on the Requisition (RQ.110.00) Line Items tab. In this screen, you can enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. These notes can be viewed from the Requisition Approval (RQ.520.00) screen.

Notes entered from the Requisition Approval (RQ.520.00) screen can also be viewed in this screen. This feature could be used by an approver who wants to add comments about a rejected item that could be reviewed by the requester before they resubmit the requisition. This screen can only be viewed and not changed after the status is Complete.

Figure 54: Approval Comments (RQ.511.00)
Inquiry Screens

Requisition Budget (RQ.115.00)

The Requisition Budget (RQ.115.00) screen displays the amount of budget remaining for the general ledger account and subaccount budget created in the General Ledger Budget Maintenance (01.250.00) screen and the project and task budget created in the Project Controller Budget Maintenance (PA.BSM.00) screen.

![Figure 55: Requisition Budget (RQ.115.00)](image)

GL Account / Subaccount Budget Area

**Account**

In **Account** you can enter the account number associated with the general ledger budget you are reviewing.

**Subaccount**

In **Subaccount** you can enter the subaccount number associated with the general ledger budget you are reviewing.

**Budget Through**

**Budget Through** displays the current general ledger period.

**Actual Ledger ID**

**Actual Ledger ID** displays the ledger ID that identifies the financial posting ledger as indicated in the General Ledger module’s GL Setup (01.950.00) screen. Ledger IDs are defined in the Ledger Maintenance (01.310.00) screen.

**Budget Ledger ID**

**Budget Ledger ID** displays the code for the budget ledger that was assigned in the Requisition Setup (RQ.950.00) screen.
YTD Budgeted

YTD Budgeted displays the budget assigned to the account-subaccount combination. The figure will be for the current general ledger posting period. For example, if you are in month 10 of a calendar fiscal year, the field will display 10 months of budgeted amounts.

YTD Actual

YTD Actual displays the total amount posted to the account-subaccount combination as of the current general ledger posting period.

YTD Committed

YTD Committed displays any requisition submitted for approval and any item on a purchase order that has not yet been posted to the general ledger.

Budget Remaining

Budget Remaining displays a calculated amount of budgeted less any actual and commitments. This is the amount that is still available to use.

Project / Task Budget Area

Project

Project displays the project ID associated with the line item.

Task

Task displays the task ID associated with the line item.

EAC Budget

EAC (estimate at completion) Budget displays the budget defined for the completion of the project.

EAC Actual

EAC Actual displays the specific amount charged to the project.

EAC Committed

EAC Committed displays the amount committed to the project outside of the Requisitions module.

Req Committed

Req Committed displays the amount committed to the project through the Requisitions module.

Remaining Balance

Remaining Balance is a calculation of budget less actual and committed.
Inventory Order History (RQ.521.00)

You can display Inventory Order History (RQ.521.00) by clicking the Inventory Order History button in the Requisition Approval (RQ.520.00) screen or directly from the menu. This screen displays the list of requisitions created for the inventory ID identified in the screen.

Inventory ID

Inventory ID is the code for the item you want to review. Type an inventory ID, or press F3 and then select an inventory ID from the list.

Req Nbr

Req Nbr displays the requisition number associated with the inventory ID you selected.

Req Cntr

Req Cntr displays the change number of the purchase order. Changes made after a purchase order is created are numbered consecutively, starting with 01. If no change requests are applied to a purchase order, 00 will display in this field.

Unit

Unit displays the unit of measure on the requisition for the requested item.

Quantity

Quantity displays the number of units of the requested inventory item.

Unit Cost(Base)

Unit Cost(Base) displays the cost per unit of the requested item.

Ext Cost(Base)

Ext Cost(Base) displays the extended cost amount of the detail line containing the item. It is calculated by multiplying Quantity by Unit Cost(Base).

Req Date

Req Date displays the date the requisition was created.
PO Date
PO Date displays the date the purchase order was created.

Status
Status displays the current status of the requisition.
Approval History (RQ.320.00)

The Approval History (RQ.320.00) screen displays the approval authority history and assignment history for approval controls created in the Department Approval Maintenance (RQ.290.00), Project Approval Maintenance (RQ.300.00), and Policy Approval Maintenance (RQ.310.00) screens.

Approval Type
In Approval Type, choose the approval history type you want to view. The options are Department, Project, and Policy.

ID
ID displays the identifier of the approval type you selected. Enter an approval type ID, or press F3 and then select an ID from the list.

Document Type
In Document Type, you can select the type of approval history you want to review. The options are Item Request and Requisition.

Approval Authority History Area

Beginning Date
Beginning Date displays the start date of the approval authority. For example, if a department approval authority was created on May 14, 2005 but was changed on July 14, 2005, the first line would display a beginning date of 5/14/05, and the second line would display 7/14/05.

End Date
End Date displays the ending date of the approval authority. For example, if a department approval authority was created on May 14, 2005 but was changed on July 14, 2005, the first line would display an ending date of 7/14/05, and nothing would display on the second line.
Authority
Authority displays one of seven possible authority levels for a selected line item.

Request Type
Request Type displays a line item request type of either Standard Request or Capital Request. Request Type is not available for policy approval history.

Budgeted
In Budgeted, Yes or No displays depending on whether the line item is included in your organization’s budget.

Material Type
Material Type displays the material type associated with a line item. Material Type is available only when viewing policy approval history.

Base Dollar Limit
Base Dollar Limit displays the dollar limit for the selected approval level.

Comment
Comment displays remarks about the line item.

Approval Authority Assignment Area

Beginning Date
Beginning Date displays the start date of the approval authority assignment.

End Date
End Date displays the date the approval authority was terminated.

Authority
Authority displays one of seven possible authority levels for a selected line item.

Request Type
Request Type displays a line item request type of either Standard Request or Capital Request. Request Type is not available for policy approval history.

Budgeted
In Budgeted, Yes or No displays depending on whether the line item is included in your organization’s budget.

Material Type
Material Type displays the material type associated with a line item. Material Type is available only when viewing policy approval history.

User ID
User ID displays the user assigned to this level of approval authority.

Name
Name displays the name that corresponds with the user ID.
Comment

Comment displays remarks about the line item.
Department Maintenance (RQ.260.00)

In the Department Maintenance (RQ.260.00) screen, you can define departments that will utilize the Requisitions module. Each person who will use the Requisitions module is linked to a department. When an item request or requisition is created, the program accesses shipping and contact information associated with the department of the person who is entering the requisition. The shipping information specified in the Department Maintenance (RQ.260.00) screen overrides the default shipping information entered in the Requisition Setup (RQ.950.00) screen.

Example: A typical company might have a subaccount segment that is used to define the cost centers for marketing, engineering, customer service, and administration. This segment would be specified in the Requisition Setup (RQ.950.00) screen. The Department Maintenance (RQ.260.00) screen would then be utilized to define shipping information and default expense accounts for each of these departments.

All fields in the Ship To area of the screen default from information entered in the Requisition Setup (RQ.950.00) screen. If your company has a need to specify shipping addresses for individual departments, the default information can be overridden in this screen. This information populates the Item Request (RQ.100.00) screen and Requisition (RQ.110.00) screen.

The Contact Info area of the screen allows you to enter a telephone number, facsimile phone number, and email address of a contact person specified for the department.

In the Default Dept Expense Account/Subaccount area of the screen, you can establish a default general ledger expense account and subaccount for the department you are defining. This account and subaccount will be charged for the expense of a specific requisition line if Default Account in Requisition Setup (RQ.950.00) is set to Department. However, if Default Account is set to Purchase For, the account and subaccount charged for the expense of a specific requisition line item are affected by the Purchase For option you select in the Line Items tab of the Requisition (RQ.110.00) screen. If Default Account in Requisition Setup (RQ.950.00) is set to None, the values for the account and subaccount charged for the expense of a specific requisition line must be entered manually.

If Department Maintenance in Requisition Setup (RQ.950.00) is set to Subaccount, when you press F3 in the Subaccount field, the possible values list will display only subaccounts that include a segment value that corresponds with Dept ID.

The software will not recognize a department until it is set up in this screen. This screen must be completed prior to completing the Department Assignment (RQ.280.00) screen.
Depts ID
If the User Defined option was selected in Department Maintenance on the Requisition Setup (RQ.950.00) screen, you must enter a department ID in Dept ID.

If the Subaccount option was selected in Department Maintenance on the Requisition Setup (RQ.950.00) screen, you must enter a valid department ID segment in Dept ID, or press F3 to select from a list of departments. Subaccount segments are defined in the Shared Information Flexkey Definition (21.320.00) screen. Where the department subaccount segment falls in the segment order is identified in the Subaccount Department Identifier field of the Requisition Setup (RQ.950.00) screen (for example, if department is the third segment of the subaccount, 3 will display in Subaccount Department Identifier).

Description
Description will display a description of the department ID as defined in the Shared Information Flexkey Definition (21.320.00) screen if you entered a subaccount segment in Dept ID. Otherwise, enter an appropriate description for the department ID.

Name
In Name, enter the name of the specific department to which shipments will be sent.

Attn
In Attn, enter the name of a specific person or the title of a person (for example, Purchasing Manager) who will receive shipments for the department.

Address 1
In Address 1, enter the first line of the shipping address.

Address 2
In Address 2, enter the second line of the shipping address if needed.

City
In City, enter the city where shipments will be sent.

State/Prov
In State/Prov, enter the state or province where shipments will be sent.

Postal Code
In Postal Code, enter the ZIP Code or postal code where shipments will be sent.

Country/Region
In Country/Region, enter the country or region where shipments will be sent.

Phone/Ext
In Phone/Ext, enter the telephone number and extension, if applicable, of the person in the department who will be responsible for any questions about a purchase order or request for bid.

Fax/Ext
In Fax/Ext, enter the facsimile telephone number and extension, if applicable, of the person in the department who will be responsible for any questions about a purchase order or request for bid.
E-Mail Address

In E-Mail Address, enter the email address of the person in the department who will be responsible for any questions about a purchase order or request for bid.

Account

Account is the default expense account that will be debited for items purchased by the department. This field is validated against the general ledger chart of accounts. Type a valid account number, or press F3 and select an account number from the list.

Subaccount

Subaccount is the default expense subaccount that will be debited for items purchased by the department. This field is validated against subaccounts defined in the General Ledger Subaccount Maintenance (01.270.00) screen. If a subaccount segment defines the department, the possible values list will contain the segment specified for this department in the Dept ID field. If departments are user-defined, then the possible values list will contain all active subaccounts.

You can type a valid subaccount number, or press F3 and then select a subaccount number from the list.
Department Assignment (RQ.280.00)

The Department Assignment (RQ.280.00) screen associates users with departments. Each user of the Requisitions module must be assigned to at least one department. Users can be assigned to multiple departments if necessary.

![Department Assignment (RQ.280.00)](image)

**Dept ID**

In **Dept ID**, type the identification code for the department that will be associated with users. To select a department ID, press F3 and then select a department ID from the list.

**User ID**

In **User ID**, type the identification code for the users who will be assigned to the department, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

**User Name**

**User Name** displays the name that corresponds to the user ID as defined in the System Manager User Maintenance (95.260.00) screen.

**Copy To Department (button)**

After entering user IDs for a department, use the **Copy To Department** button to copy the user IDs to another department.

**Save (button)**

After entering user IDs for a department, click the **Save** button to save the data entry. This button acts the same as the **Save** or **Finish** button on the toolbar.

**OK (button)**

Click the **OK** button to exit Department Assignment (RQ.280.00). This button acts the same as the Finish button on the toolbar.
Policy Maintenance (RQ.270.00)

The Policy Maintenance (RQ.270.00) screen is an optional setup screen. When an organization has specific approval requirements, including budgetary approval requirements, for departments or projects, a policy can be defined to facilitate a parallel approval path for categories of items. A policy ID and corresponding description are entered in the Policy Maintenance (RQ.270.00) screen. The policies are then utilized in the Policy Approval Maintenance (RQ.310.00) screen to establish approval rules and paths.

![Policy Maintenance (RQ.270.00) Screen](image)

**Policy ID**

In **Policy ID**, enter an identification code which will be assigned to the policy. The policy ID can be 10 characters long.

**Description**

In **Description**, enter text that briefly describes the policy. It can be 30 characters in length.

**Status**

**Status** indicates if the policy is active or inactive. The default is Active. Changing the field to inactive prevents the policy approval path from being activated in the Requisition (RQ.110.00) screen.

- **Active** — The policy is in effect in the Requisition (RQ.110.00) screen.
- **Inactive** — The policy is not in effect in the Requisition (RQ.110.00) screen.
Department Approval Maintenance (RQ.290.00)

Use the Department Approval Maintenance (RQ.290.00) screen to enter the levels of approval authority, associated dollar amounts, and approver user IDs for each department. After the department approval requirements are set up, run the Department Approvals (RQ.605.00) report to verify the accuracy of the approval setup for each department.

![Department Approval Maintenance (RQ.290.00)](image)

**Figure 61: Department Approval Maintenance (RQ.290.00)**

**Dept ID**

In **Dept ID**, enter the identification code for the department whose approval requirements you are setting, or press F3 and then select a department ID from the list. The department ID can be 10 characters in length and will be validated against the departments defined in the Department Maintenance (RQ.260.00) screen.

**Document Type**

In **Document Type**, select an option that determines the type of document to which the approval will be applied. The options are:

- Item Request — The item request approval process is optional. It is needed only if your organization’s policies require that item requests be approved. The approval path for item requests is separate from the requisitions approval path.

- Requisition — The requisition approval process is required. At least one approval level must be defined for each department or cost center.

**IR/RQ Copy to Department and RQ Copy To Department (buttons)**

Click the **IR/RQ Copy to Department** button to copy the selected department’s item request and requisition approval requirements to another department. Click the **RQ Copy To Department** button to copy only the department’s requisition approval requirements to another department. When you click either button, the Copy To Department (RQ.290.01) screen appears. See “Copy To Department (RQ.290.01)” on page 138 for more information about this screen.
Approval Setup History (button)

Click the Approval Setup History button to open the Approval History (RQ.320.00) screen. When you are finished reviewing the approval setup history, click the Close button. See “Approval History (RQ.320.00)” on page 127 for more information.

Approval Authority Setup Area

Authority

In Authority, select one of seven approval authority levels for this approval authority entry. Authority levels must be entered in sequential order, starting with Level 1.

Request Type

In Request Type, select the type of request for this approval authority entry. The options are Standard Request and Capital Request.

Each request type must be defined based on your organization’s protocols, allowing for individual approval paths. One or both request types can be set up for a department. A request type must be selected during item request or requisition entry. The request type selection made in the Item Request (RQ.100.00) and Requisition (RQ.110.00) screens trigger the approval requirements defined in this screen.

Budgeted

In Budgeted, select Yes or No. The default value is No. These options are not associated with the actual budgeting process. Instead, they allow you to have separate approval requirements for budgeted vs. non-budgeted items. The appropriate approval path will be triggered based on the option you choose.

Dollar Limit

In Dollar Limit, enter the maximum dollar amount that can be approved by a user at the authority level you selected.

Any amount exceeding the limit will need the next level of approval. The highest authority level should have a dollar limit of $9,999,999,999.99. This will help ensure that a user associated with this authority level will have the ability to approve any dollar value submitted.

Comment

In Comment, you can enter remarks that describe the approval authority you are defining. This is not a required entry. The text can be 30 characters in length.

Approval Authority Assign Area

Authority

In Authority, select one of seven approval authority levels for this approval authority assignment entry. Authority levels must be entered in sequential order, starting with Level 1.
Request Type

In **Request Type**, select the type of request for this approval authority assignment entry. The options are Standard Request and Capital Request.

Each request type must be defined based on your organization’s protocols, allowing for individual approval paths. One or both request types can be set up for a department. A request type must be selected during item request or requisition entry. The request type selection made in the **Item Request** (RQ.100.00) or **Requisition** (RQ.110.00) screens trigger the approval requirements defined in this screen.

Budgeted

In **Budgeted**, select Yes or No. The default value is No.

These options are not associated with the actual budgeting process. Instead, they allow you to have separate approval requirements for budgeted vs. non-budgeted items. The appropriate approval path will be triggered based on the option you choose.

User ID

In **User ID**, type the identification code for the user who will be assigned to the approval authority level, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager **User Maintenance** (95.260.00) screen.

Name

**Name** displays the name that corresponds to the user ID as defined in the System Manager **User Maintenance** (95.260.00) screen.

Comment

In **Comment**, you can enter remarks that describe the approval authority assignment you are defining. This is not a required entry. The text can be 30 characters in length.

Copy To Department (RQ.290.01)

When you click the **IR/RQ Copy to Department** or **RQ Copy To Department** button, the **Copy To Department** (RQ.290.01) screen appears. In **Department ID**, type the identifier for the department you want to copy the requirements to, or press F3 and then select a department ID from the list. **Description** displays the description associated with the department ID. Click **Begin Processing**. After the **Process Status** window disappears, click **Exit** to return to the **Department Approval Maintenance** (RQ.290.00) screen.

![Copy To Department (RQ.290.01)](image)

*Figure 62: Copy to Department (RQ.290.01)*
Project Approval Maintenance (RQ.300.00)

Use the Project Approval Maintenance (RQ.300.00) screen to enter the levels of approval authority, associated dollar amounts, and approver user IDs for each project. Project Controller must be installed and projects defined before entries can be made in this screen. After the project approval requirements are set up, print the Project Approvals (RQ.607.00) report to verify the requirements for each project.

![Project Approval Maintenance (RQ.300.00)](image)

**Figure 63: Project Approval Maintenance (RQ.300.00)**

**Project ID**

In **Project ID**, type the 10-character identification code of the project for this approval authority setup, or press F3 and then select a project ID from the list. Projects are defined in the Project Controller module.

**Description**

**Description** is the brief description associated with the project ID you selected.

**Document Type**

In **Document Type**, select an option that determines the type of document to which the approval will be applied. The options are:

- **Item Request** — The item request approval process is optional. It is needed only if your organization’s policies require that item requests be approved. The approval path for item requests is separate from the requisitions approval path.
- **Requisition** — The requisition approval process is required. At least one approval level must be defined for each project.
Requisitions

IR/RQ Copy To Project and RQ Copy To Project (buttons)
Click the **IR/RQ Copy To Project** button to copy the selected project’s item request and requisition approval requirements to another project. Click the **RQ Copy To Project** button to copy only the project’s requisitions approval requirements to another project. When you click either button, the Copy To Project (RQ.300.01) screen appears. See “Copy To Project (RQ.300.01)” on page 141 for more information about this screen.

Approval Setup History (button)
Click the **Approval Setup History** button to open the Approval History (RQ.320.00) screen. When you are finished reviewing the approval setup history, click the **Close** button. See “Approval History (RQ.320.00)” on page 127 for more information.

Approval Authority Setup Area

**Authority**
In **Authority**, select one of seven approval authority levels for this approval authority entry. Authority levels must be entered in sequential order, starting with Level 1.

**Request Type**
In **Request Type**, select the type of request for this approval authority entry. The options are Standard Request and Capital Request.

Each request type must be defined based on your organization’s protocols, allowing for individual approval paths. One or both request types can be set up for a project. A request type must be selected during item request or requisition entry. The request type selection made in the Item Request (RQ.100.00) or Requisition (RQ.110.00) screens trigger the approval requirements defined in this screen.

**Budgeted**
In **Budgeted**, select Yes or No. The default value is No.

These options are not associated with the actual budgeting process. Instead, they allow you to have separate approval requirements for budgeted vs. non-budgeted items. The appropriate approval path will be triggered based on the option you choose.

**Dollar Limit**
In **Dollar Limit**, enter the maximum dollar amount that can be approved by a user at the authority level you selected.

Any amount exceeding the limit will need the next level of approval. The highest authority level should have a dollar limit of $9,999,999,999.99. This will help ensure that a user associated with this authority level will have the ability to approve any dollar value submitted.

**Comment**
In **Comment**, you can enter remarks that describe the approval authority you are defining. This is not a required entry. The text can be 30 characters in length.

Approval Authority Assign Area

**Authority**
In **Authority**, select one of seven approval authority levels for this approval authority assignment entry. Authority levels must be entered in sequential order, starting with Level 1.
Request Type

In **Request Type**, select the type of request for this approval authority assignment entry. The options are Standard Request and Capital Request.

Each request type must be defined based on your organization’s protocols, allowing for individual approval paths. One or both request types can be set up for a project. A request type must be selected during item request or requisition entry. The request type selection made in the **Item Request (RQ.100.00)** or **Requisition (RQ.110.00)** screens trigger the approval requirements defined in this screen.

Budgeted

In **Budgeted**, select Yes or No. The default value is No.

These options are not associated with the actual budgeting process. Instead, they allow you to have separate approval requirements for budgeted vs. non-budgeted items. The appropriate approval path will be triggered based on the option you choose.

User ID

In **User ID**, type the identification code for the user who will be assigned to the approval authority level, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager **User Maintenance (95.260.00)** screen.

Name

**Name** displays the name that corresponds to the user ID as defined in the System Manager **User Maintenance (95.260.00)** screen.

Comment

In **Comment**, enter remarks that describe the approval authority assignment you are defining. This is not a required entry. The text can be 30 characters in length.

Copy To Project (RQ.300.01)

When you click the **IR/RQ Copy To Project** or **RQ Copy To Project** button, the **Copy To Project (RQ.300.01)** screen appears. In **Project**, type the identifier of the project you want to copy the requirements to, or press F3 and then select a project ID from the list. Click **Begin Processing**. After the **Process Status** window disappears, click **Exit** to return to the **Project Approval Maintenance (RQ.300.00)** screen.

![Copy To Project (RQ.300.01)](image)

*Figure 64: Copy To Project (RQ.300.01)
Policy Approval Maintenance (RQ.310.00)

A policy establishes an optional approval process that is defined by an organization’s protocol. If your organization has specific approval requirements in addition to budgetary requirements for departments or projects, you can define a policy to facilitate parallel requisition approvals for specific item categories.

The Policy Approval Maintenance (RQ.310.00) screen allows you to define the levels and material types associated with each policy. In addition, you can assign users to each approval authority level you define. A policy must have at least one approval level. You must create policies in the Policy Maintenance (RQ.270.00) screen before you establish policy approval requirements. Policy approval requirements can be established for requisitions only.

![Policy Approval Maintenance (RQ.310.00)](image)

**Policy ID**

In **Policy ID**, type the 10-character identification code of the policy for this approval authority setup, or press F3 and then select a policy ID from the list. Policy IDs are created in the Policy Maintenance (RQ.270.00) screen.

**Document Type**

**Document Type** displays Requisition. This field cannot be changed.

**Approval Setup History (button)**

Click the **Approval Setup History** button to open the Approval History (RQ.320.00) screen. When you are finished reviewing the approval setup history, click the **Close** button. See “Approval History (RQ.320.00)” on page 127 for more information.
Approval Authority Setup Area

Authority
In Authority, select one of seven approval authority levels for this policy approval authority entry. Authority levels must be entered in sequential order, starting with Level 1.

Material Type
In Material Type, type the material type for this policy approval authority entry or, press F3 and choose a material type from the list. Material types are created in the Shared Information Material Type Maintenance (21.370.00) screen.

Comment
In Comment, enter remarks that describe the policy approval authority you are defining. This is not a required entry. The text can be 30 characters in length.

Approval Authority Assign Area

Authority
In Authority, select one of seven approval authority levels for this policy approval authority entry. Authority levels must be entered in sequential order, starting with Level 1.

Material Type
In Material Type, type the material type for this policy approval authority entry or, press F3 and choose a material type from the list. Material types are created in the Shared Information Material Type Maintenance (21.370.00) screen.

User ID
In User ID, type the identification code for the user who will be assigned to the policy approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

Name
Name displays the name that corresponds to the user ID as defined in the User Maintenance (95.260.00) screen. The user’s name displays automatically after the user ID is entered.

Comment
In Comment, enter remarks that describe the policy approval authority assignment you are defining. This is not a required entry. The text can be 30 characters in length.
Account/Subaccount Access (RQ.350.00)

The Account/Subaccount Access (RQ.350.00) screen limits the accounts and subaccounts that a user can select when entering an item request or requisition. A user ID is selected in the screen header, and then accounts and subaccounts are added on the Account Access and Subaccount Access tabs. You can add a series of accounts using the Load Range button, or you can add all accounts at once by clicking Load All. Also, accounts and subaccounts can be copied from one user ID to another. A user’s access to any account and subaccount while they are working in the Requisitions module can be removed by deleting accounts and subaccounts in this screen.

![Account/Subaccount Access (RQ.350.00) Screen Image](image.png)

**Figure 66: Account/Subaccount Access (RQ.350.00)**

**User ID**

In User ID, type the identification code of the user whose account and subaccount access you want to define, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

**Name**

Name displays the name that corresponds to the user ID as defined in the User Maintenance (95.260.00) screen. The user’s name displays automatically after the user ID is entered.

**Account/Subaccount Copy To (button)**

After you have selected the account and subaccount access for the user identified in User ID, you can click the Account/Subaccount Copy To button to create the same account and subaccount access for another user. When you click Account/Subaccount Copy To, the Copy Accounts / Subaccounts to User List (RQ.350.02) screen appears. See “Copy Accounts / Subaccounts to User List (RQ.350.02)” on page 149 for more information about this screen.

**OK (button)**

After you have specified the account and subaccount access, click the OK button to close the screen. This button works the same as the Finish button on the toolbar.
Account/Subaccount Access, Account Access Tab

![Account/Subaccount Access Screen](image)

Figure 67: Account/Subaccount Access (RQ.350.00), Account Access tab

**Load Range (button)**

If the user needs to have access to a range of accounts, enter account numbers in the **From** and **To** boxes. Then click the **Load Range** button, and the screen will display all the accounts in the range.

**From**

In **From**, type the first account number in a range of accounts the user will have access to, or press F3 and then select the account number from the list.

**To**

In **To**, type the last account number in a range of accounts the user will have access to, or press F3 and then select the account number from the list.

**Clear Range (button)**

If the range you created using the **From** and **To** boxes is incorrect, click the **Clear Range** button to remove the account range from the screen. This will not clear accounts that you already loaded into the detail grid.

**Account**

**Account** allows you to choose accounts for this user and also displays accounts you may have loaded by clicking **Load Range**. Type a valid account number, or press F3 and then select account number from the list. Accounts are defined in the General Ledger *Chart of Accounts Maintenance* (01.260.00) screen.

**Description**

**Description** displays the name of the account as defined in the *Chart of Accounts Maintenance* (01.260.00) screen.
Account Copy To (button)

Click the **Account Copy To** button to copy the account access from the user displayed in the **Account/Subaccount Access (RQ.350.00)** screen to create account access for another user. The **Copy Accounts to User List (RQ.350.02)** screen appears. See “Copy Accounts to User List (RQ.350.02)” on page 149 for more information about this screen.

Clear All (button)

Click the **Clear All** button to clear all of the accounts from the detail grid.

Load All (button)

Click the **Load All** button to load all active accounts into the detail grid.
Account/Subaccount Access, Subaccount Access Tab

Load Range (button)
If you need to have access to a range of subaccounts, enter subaccount numbers in the From and To boxes. Then click the Load Range button, and all subaccounts will display.

From
In From, type the first subaccount number in a range of subaccounts the user will have access to, or press F3 and then select the subaccount number from the list.

To
In To, type the last subaccount number in a range of subaccounts the user will have access to, or press F3 and then select the subaccount number from the list.

Clear Range (button)
If the range you created using the From and To boxes is incorrect, click the Clear Range button to remove the subaccount range from the screen. This will not clear subaccounts that you already loaded into the detail grid.

Subaccount
Subaccount allows you to choose subaccounts for this user and also displays subaccounts you may have loaded by clicking Load Range. Type a valid subaccount number, or press F3 and then select a subaccount from the list. Subaccounts are defined in the General Ledger Subaccount Maintenance (01.270.00) screen.

Description
Description displays the name of the subaccount as defined in the Subaccount Maintenance (01.270.00) screen.
Subaccount Copy To (button)
Click the Subaccount Copy To button to copy the subaccount access from the user displayed in the Account/Subaccount Access (RQ.350.00) screen and create subaccount access for another user. The Copy Subaccounts to User List (RQ.350.02) screen appears. See “Copy Subaccounts to User List (RQ.350.02)” on page 149 for more information about this screen.

Clear All (button)
Click the Clear All button to clear all of the subaccounts from the detail grid.

Load All (button)
Click the Load All button to load all active subaccounts into the detail grid.

Copy Accounts to User List (RQ.350.02)
After you have selected the account and subaccount access for the user identified in User ID, you can click the Account/Subaccount Copy To button to create the same account and subaccount access for another user. When you click Account/Subaccount Copy To, the Copy Accounts / Subaccounts to User List (RQ.350.02) screen appears.

Figure 69: Copy Accounts to User List (RQ.350.02)
In User ID, type the identifier of the user who will have the same account and subaccount access as the user whose access you just defined, or press F3 and then select a user ID from the list. When you are finished selecting all of the users to copy the account and subaccount access to, click the Begin Processing button. The Process Status window will flash and disappear when the process is complete. Click the Exit button to return to the Account/Subaccount Access (RQ.350.00) screen.
Copy Subaccounts to User List (RQ.350.02)

Click the Subaccount Copy To button to copy the subaccount access from the user displayed in the Account/Subaccount Access (RQ.350.00) screen and create subaccount access for another user. The Copy Subaccounts to User List (RQ.350.02) screen appears.

In User ID, type the identifier of the user who will have the same subaccount access as the user whose access you just defined, or press F3 and then select a user ID from the list. When you are finished selecting all of the users to copy the subaccount access to, click the Begin Processing button. The Process Status window will flash and disappear when the process is complete. Click the Exit button to return to the Account/Subaccount Access (RQ.350.00) screen.

Copy Accounts / Subaccounts to User List (RQ.350.02)

After you have selected the account and subaccount access for the user identified in User ID, you can click the Account/Subaccount Copy To button to copy the account/subaccount access to another user. When you click Account/Subaccount Copy To, the Copy Accounts / Subaccounts to User List (RQ.350.02) screen appears.

In User ID, type the identifier of the user who will have the same account and subaccount access as the user whose access you just defined, or press F3 and then select a user ID from the list. When you are finished selecting all of the users to copy the account and subaccount access to, click the Begin Processing button. The Process Status window will flash and disappear when the process is complete. Click the Exit button to return to the Account/Subaccount Access (RQ.350.00) screen.
Approval Deferral (RQ.450.00)

The Approval Deferral (RQ.450.00) screen is used to temporarily transfer department, project, or policy approval authority from one user to another. For example, a department manager is on vacation for a week, so another employee is temporarily given the authority to approve item requests or requisitions during that week.

![Approval Deferral (RQ.450.00) screen](image)

Figure 72: Approval Deferral (RQ.450.00)

**Note:** Existing deferrals will automatically display in the detail grid when you open the screen.

**Begin Processing (button)**

After entering information in the tabs as needed, click the **Begin Processing** button to update deferrals. The process should be run on a daily basis to ensure that approval authorities are up to date.
**Approval Deferral, Department Deferral Tab**

**Load Departments by User Area**

**User ID**

In **User ID**, type the identification code of the user who is deferring their approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager **User Maintenance (95.260.00)** screen.

**Defer to UserID**

In **Defer to UserID**, type the identification code of the user who is accepting the deferral of another user’s approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager **User Maintenance (95.260.00)** screen.

**Defer Start Date**

In **Defer Start Date**, enter the starting date for the deferral.

**Defer End Date**

In **Defer End Date**, enter the ending date for the deferral.

**Load User’s Departmental Authorities (button)**

After entering the **User ID**, **Defer to UserID**, **Defer Start Date**, and **Defer End Date**, click the **Load User’s Departmental Authorities** button to load into the detail grid the current department approvals for the user entered in **User ID**. Clicking this button saves data entry time, but current department approval deferrals can be entered manually in the detail grid.
**Detail Area**

**Dept ID**
In **Dept ID**, type the identification code for the department of the user whose approval authority is being deferred, or press F3 and then select a department ID from the list. If you clicked the **Load User's Departmental Authorities** button, you can accept the department ID that displays. The department ID can be 10 characters in length and will be validated against the departments defined in the **Department Maintenance (RQ.260.00)** screen.

**User ID**
In **User ID**, type the identifier of the user whose approval authority is being deferred, or press F3 and then select a user ID from the list. If you clicked the **Load User's Departmental Authorities** button, you can accept the user ID that displays. The user entered will be validated against currently assigned authority levels that were created in the **Department Approval Maintenance (RQ.290.00)** screen. All users will display in the possible values list. However, only a user with authority associated with the department ID you entered can be selected from the list.

**Defer User ID**
In **Defer User ID**, type the identifier of the user who will assume temporary approval authority, or press F3 and select a user ID from the list. If you clicked the **Load User's Departmental Authorities** button, you can accept the value that displays in **Defer User ID**. All users will be listed and available for selection.

**Start Date**
In **Start Date**, type the beginning date of the approval authority deferral. The date must be equal to or greater than the current date.

**End Date**
In **End Date**, type the last date of the approval authority deferral. The date must be greater than the start date.

**Entered**
In **Entered**, Yes displays if the deferral is active. If a deferral is created for a future date, No displays until the start date is equal to the current date and the entry is processed by clicking the **Begin Processing** button.

**Terminated**
In **Terminated**, No displays if the end date is greater than the current date and the entry has been processed. If a deferral's end date is equal to or less than the current date, Yes displays.

**Processed On**
**Processed On** displays the date the deferral entry was processed.

**Processed by**
**Processed By** displays the identification code of the user who processed the deferral.

**Remove Terminated Lines (button)**
Click the **Remove Terminated Lines** button to remove lines from the detail grid that have a value in **Terminated**.
Approval Deferral, Project Deferral Tab

This tab is applicable if your company is using the Project Controller module.

Figure 74: Approval Deferral (RQ.450.00), Project Deferral tab

Load Projects by User Area

User ID

In User ID, type the identification code of the user who is deferring their approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

Defer to User ID

In Defer to User ID, type the identification code of the user who is accepting the deferral of another user’s approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

Defer Start Date

In Defer Start Date, enter the starting date for the deferral.

Defer End Date

In Defer End Date, enter the ending date for the deferral.

Load User’s Project Authorities (button)

After entering the User ID, Defer to User ID, Defer Start Date, and Defer End Date, click the Load User’s Project Authorities button to load into the detail grid the current project approvals for the user entered in User ID. Clicking this button saves data entry time, but current project approval deferrals can be entered manually in the detail grid.
Detail Area

Project
In Project, type the identification code of the project associated with the user whose approval authority is being deferred, or press F3 and then select a project ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the project ID that displays. The project ID will be validated against projects created in the Project Controller module.

User ID
In User ID, type the identifier of the user whose approval authority is being deferred, or press F3 and then select a user ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the user ID that displays. The user ID you enter will be validated against currently assigned authority levels that were created in the Project Approval Maintenance (RQ.300.00) screen. All users will display in the possible values list. However, only a user with authority associated with the project ID you entered can be selected from the list.

Defer User ID
In Defer User ID, type the identifier of the user that will assume temporary approval authority, or press F3 and select a user ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the value that displays in Defer User ID. All users will be listed and available for selection.

Start Date
In Start Date, type the beginning date of the approval authority deferral. The date must be equal to or greater than the current date.

End Date
In End Date, type the last date of the approval authority deferral. The date must be greater than the start date.

Entered
In Entered, Yes displays after the deferral is active. If a deferral is created for a future date, No displays until the start date is equal to the current date and the entry is processed by clicking the Begin Processing button.

Terminated
In Terminated, No displays if the end date is greater than the current date and the entry has been processed. If a deferral’s end date is equal to or less than the current date, Yes displays.

Processed On
Processed On displays the date the deferral entry was processed.

Processed by
Processed By displays the identification code of the user who processed the deferral.

Remove Terminated Lines (button)
Click the Remove Terminated Lines button to remove lines from the detail grid that have a value in Terminated.
Approval Deferral, Policy Deferral Tab

![Approval Deferral (RQ.450.00), Policy Deferral tab](Image)

**Figure 75: Approval Deferral (RQ.450.00), Policy Deferral tab**

**Load Policies by User Area**

**User ID**
In **User ID**, type the identification code of the user who is deferring their approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

**Defer User ID**
In **Defer User ID**, type the identification code of the user who is accepting the deferral of another user’s approval authority, or press F3 and then select a user ID from the list. You must first create the user ID in the System Manager User Maintenance (95.260.00) screen.

**Defer Start Date**
In **Defer Start Date**, enter the starting date for the deferral.

**Defer End Date**
In **Defer End Date**, enter the ending date for the deferral.

**Load User’s Policy Authorities (button)**
After entering the **User ID**, **Defer User ID**, **Defer Start Date**, and **Defer End Date**, click the **Load User’s Policy Authorities button** to load into the detail grid the current policy approvals for the user entered in **User ID**. Clicking this button saves data entry time, but current policy approval deferrals can be entered manually in the detail grid.
Detail Area

Policy ID
In Policy ID, type the identifier of the policy associated with the user whose approval authority is being deferred, or press F3 and then select the policy ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the policy ID that displays. The policy ID will be validated against policies defined in the Policy Maintenance (RQ.270.00) screen.

User ID
In User ID, type the identifier of the user whose approval authority is being deferred, or press F3 and then select a user ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the policy ID that displays. The user ID you enter will be validated against currently assigned authority levels that were created in the Policy Approval Maintenance (RQ.310.00) screen. All users will display in the possible values list. However, only a user with authority associated with the policy ID you entered can be selected from the list.

Defer User ID
In Defer User ID, type the identifier of the user that will assume temporary approval authority, or press F3 and select a user ID from the list. If you clicked the Load User’s Departmental Authorities button, you can accept the policy ID that displays. All users will be listed and available for selection.

Start Date
In Start Date, type the beginning date of the approval authority deferral. The date must be equal to or greater than the current date.

End Date
In End Date, type the last date of the approval authority deferral. The date must be greater than the start date.

Entered
In Entered, Yes displays after the deferral is active. If a deferral is created for a future date, No displays until the start date is equal to the current date and the entry is processed by selecting the Begin Processing button.

Terminated
In Terminated, No displays if the end date is greater than the current date and the entry has been processed. If a deferral’s end date is equal to or less than the current date, Yes displays.

Processed On
Processed On displays the date the deferral entry was processed.

Processed by
Processed By displays the identification code of the user who processed the deferral.

Remove Terminated Lines (button)
Click the Remove Terminated Lines button to remove lines from the detail grid that have a value in Terminated.
Process Screens

Item Request Consolidation (RQ.500.00)

Note: This screen is available only if Detail was selected in Approval Type on the Requisition Setup (RQ.950.00) screen.

Use the Item Request Consolidation (RQ.500.00) screen to create a single requisition from multiple item requests with approved detail line items and common material types. For example, an organization has several item requests that are created for products with a material type of OffSupp (office supplies). The purchasing agent runs an item request consolidation for the material type OffSupp and creates a single requisition. The purchasing agent then selects a vendor or submits a request for bid to several vendors. After a vendor is selected, the requisition is submitted for approval. Each detail line is routed to the appropriate department, project, or policy approval authority. Purchase orders are created from the requisition for each approved detail line.

The Requisition Information Agent (RIA) can notify the individual who is responsible for the consolidation process if there are approved item requests with material types that qualify for consolidation. When a material type is entered in Item Request Consolidation (RQ.500.00), all approved items associated with the material type display in the detail grid. You can then select all items for consolidation or limit the process to individual items, which may be necessary if items need to be issued on separate purchase orders.

Figure 76: Item Request Consolidation (RQ.500.00)
Material Type
In Material Type, type the identification code for the material type that will be used to load the item request detail, or press F3 and then select a material type from the list, or leave the field blank to pull all material types. Material types are created in the Shared Information Material Type Maintenance (21.370.00) screen.

Department
In Department, type the identifier of the department associated with the item requests, or press F3 and then select a department ID from the list, or leave the field blank to pull all departments. Departments are created in the Department Maintenance (RQ.260.00) screen.

Project
In Project, type the identification code for the project that is associated with the item requests, or press F3 and then select a project ID from the list, or leave the field blank to pull all projects. Projects are created in the Project Controller module.

Company
In Company, the company you are currently logged on to will display. If you want to select a different company ID, type the identifier code for the company you want to use, or press F3 and then select a company ID from the list.

Currency ID
In Currency ID, the base currency will display as the default. If you want to use a currency for the requisition that is different from the default, type the identification code for the currency you want to use, or press F3 and then select a currency ID from the list.

Consolidate to
In Consolidate to, if you want to add the item requests to an existing requisition, type the number of the existing requisition, or press F3 and then select a requisition number from the list.

Load Grid (button)
Click the Load Grid button to load item request line items into the detail grid based on the material type, department, project, and company selected. If the fields are blank, the values in the fields are converted to wildcards so that all matching records are loaded into the detail grid.

Selected
In Selected, choose Yes to mark a line item for consolidation when the Begin Processing button is clicked. The default is No.

Priority Status
Priority Status displays the level of importance for this line item. The options are Low, Medium, and High.

Inventory ID
Inventory ID displays the inventory item identification code for the line item.

Description
Description displays the line item’s description. This may be the inventory item’s description or it could be user-specified text.

Pref Vendor
Pref Vendor displays the identifier of the preferred vendor for the line item, if applicable.
Dept ID
Dept ID displays the identification code for the department associated with the line item.

Acct / Sub
Acct / Sub displays the account and subaccount numbers for the line item being reviewed.

Project
Project displays the identification code for the project associated with the line item, if applicable.

Task
Task displays the task ID associated with the line item, if applicable.

Catalog Info
Catalog Info displays the catalog information associated with the line item.

Required Date
Required Date displays the date the line item is needed.

Qty
Qty displays the quantity of the line item that was requested.

Est Unit Cost
Est Unit Cost displays the estimated unit cost of the line item.

Est Ext Cost
Est Ext displays the estimated extended cost of the line item, which is calculated by multiplying Qty times Est Unit Cost.

Requester
Requester displays the name of the person who is requesting the line item.

Company
Company displays the identifier for the company associated with the item request line item.

IR Nbr
IR Nbr displays the item request number associated with the line item.

Details (button)
Click the Details button after a line item is selected to display the Item Request (RQ.100.00) screen and review information about the line item.

Select All (button)
Click Select All to change the Selected field to Yes for all line items.

Clear All (button)
Click Clear All to change the Selected field to No for all line items.

Select All Proj (button)
Click the Select All Proj button to change the Selected field to Yes for all line items that have a value in Project.
Select All Dept (button)
Click the Select All Dept button to change the Selected field to Yes for all line items that have a value in Dept ID.

Begin Processing (button)
Click Begin Processing to start the consolidation process. A single requisition will be created for all selected items. You can then edit the requisition as needed. Requisitions resulting from item requests will require approval before a purchase order is created. The status of the detail lines of the item requests that are consolidated is set to CP (completed).

Auto Gen By Proj (button)
Click Auto Gen By Proj to create a separate requisition for each project and task combination from line items with Selected set to Yes. A separate requisition will be created containing the remainder of the line items that do not have a project specified. Requisitions resulting from item requests will require approval prior to creating a purchase order.

Auto Gen by Dept (button)
Click Auto Gen by Dept to create a separate requisition for each department from line items with Selected set to Yes. A separate requisition will be created containing the remainder of the line items that do not have a department specified. Requisitions resulting from item requests will require approval prior to creating a purchase order.
Item Request Approval (RQ.510.00)

The Item Request Approval (RQ.510.00) screen allows approvers to view item requests and approve them, reject them, or take no action.

Figure 77: Item Request Approval (RQ.510.00)

Process for All (check box)
Select Process for All to load all item requests that require approval.

Load Approvals (button)
After selecting the Process for All check box or selecting a department or project in the Process For area of the screen, click the Load Approvals button. All item requests requiring approval or item requests for the department or project you selected in the Process For area will display in the detail grid.

Department
In Department, select a department to view the item requests associated with it.

Project
In Project, select a project to view the item requests associated with it.

Viewing Option
- Current — This is the default view. Only items that need to be reviewed at the approver’s authority level will display.
- Future — This view displays items that require approval by the approver, but have not yet been reviewed by lower levels of authority. It can be useful if lower level approvers are unavailable.
- Override — This view displays item requests over which the approver has authority but is not required to approve. For example, an item request for $500.00 is not queued to an approver for
review because the approver has a $10,000.00 approval level. The approver selects this option to temporarily bypass the approval restriction and review the item request.

**Action**

In **Action**, select how you want to proceed with the line item. The options are:

- **Approve** — This option allows the line item to move one step closer to becoming a requisition.
- **Reject** — This option is selected when a dollar amount or other aspect of the line item is not satisfactory to the approver. Rejecting an item prevents the item request from becoming a requisition if **Approval Type** in **Requisition Setup** (RQ.950.00) is set to Header. A rejected item request can be re-submitted for approval at a later time.
- **No Action** — This option holds the line item until it can be reviewed again. This is the default for all line items until **Action** is changed to Approve or Reject.

**Approval Comments (check box)**

The **Approval Comments** check box is selected if approval comments were attached to the item request approval using the **Approval Comments** button.

**Level**

**Level** displays the level of approval required for the line item.

**Priority**

**Priority** displays the priority of the line item. Low, Medium, or High will display.

**IR Nbr**

**IR Nbr** displays the item request number associated with the line item.

**Inventory ID**

**Inventory ID** displays the identification code of the inventory item associated with the line item.

**Description**

**Description** displays an explanation of the line item. If an inventory ID is associated with the line item, the description will be the inventory item description.

**Qty**

**Qty** displays the requested quantity of the line item.

**Est Unit Cost(Base)**

**Est Unit Cost(Base)** displays the estimated unit cost associated with the line item.

**Est Ext Cost(Base)**

**Est Ext Cost(Base)** displays the estimated extended cost associated with the line item by multiplying **Qty** times **Est Unit Cost(Base)**.

**Acct / Sub**

**Acct / Sub** display the general ledger account and subaccount numbers that will be charged for the purchase of the line item.

**Requisitioner**

**Requisitioner** displays the name of the person who is requesting the line item.
Comment
The approver can type remarks about the approval process in the **Comment** box. Comments can be 30 characters in length. If the approver chooses not to enter remarks in the **Comment** box, the names of individuals involved with the approval process and the action taken will appear (for example, John Smith submitted for approval, Jane Doe approved).

Approval Comments (button)
Click the **Approval Comments** button to display the **Approval Comments (RQ.511.00)** screen. See “Approval Comments (RQ.511.00)” on page 166 for information about this screen.

Budget (button)
Click the **Budget** button to display the **Requisition Budget (RQ.115.00)** screen. You must click the line item you want to review on the detail grid to enable this button. See “Requisition Budget (RQ.115.00)” on page 123 for more information about this screen.

Details (button)
Click the **Details** button to open the **Item Request (RQ.100.00)** screen and view item request information about the line item being reviewed. You must click the line item on the detail grid to enable this button.

Inventory Order History (button)
Click the **Inventory Order History** button to open the **Inventory Order History (RQ.521.00)** screen and view the order history of the inventory item in the line item selected. See “Inventory Order History (RQ.521.00)” on page 125 for more information.

Alternative (button)
Click the **Alternative** button to open the **Alternative (RQ.112.00)** screen. This screen displays information entered in **Item Request Alternatives** on the **Item Request (RQ.100.00)** screen for the line item selected. See “Alternative (RQ.112.00)” on page 164 for information.

Purpose (button)
Click the **Purpose** button to open the **Purpose (RQ.111.00)** screen and display information entered in **Item Request Purpose** on the **Item Request (RQ.100.00)** screen for the line item selected. See “Purpose (RQ.111.00)” on page 164 for more information.

Action (button)
Click the **Action** button to open the **Item Request Action (RQ.510.02)** screen and set **Action** in the grid to Approve, Reject, or No Action for all line items on an item request. See “Item Request Action (RQ.510.02)” on page 165 for more information.

Begin Processing (button)
Click the **Begin Processing** button to update the item request or item request detail lines status based on the actions you selected.
Purpose (RQ.111.00)

The *Purpose* (RQ.111.00) screen appears after you click the *Purpose* button on the *Item Request Approval* (RQ.510.00) screen. This screen displays information entered in *Item Request Purpose* on the *Item Request* (RQ.100.00) screen for the line item selected.

![Figure 78: Purpose (RQ.111.00)](image)

Alternative (RQ.112.00)

The *Alternative* (RQ.112.00) screen appears after you click the *Alternative* button on the *Item Request Approval* (RQ.510.00) screen. This screen displays information entered in *Item Request Alternatives* on the *Item Request* (RQ.100.00) screen for the line item selected.

![Figure 79: Alternative (RQ.112.00)](image)
Item Request Action (RQ.510.02)

The Item Request Action (RQ.510.02) screen appears after you click the Action button to open and set Action in the grid to Approve, Reject, or No Action for all line items on an item request.

![Item Request Action (RQ.510.02)]

Figure 80: Item Request Action (RQ.510.02)

**Approve All (button)**

Click the Approve All button to change Action to Approve on all line items in the grid.

**Reject All (button)**

Click the Reject All button to change Action to Reject on all line items in the grid.

**Clear All (button)**

Click the Clear All button to change Action to No Action on all line items in the grid.

**Cancel (button)**

Click the Cancel button to exit the screen.
Approval Comments (RQ.511.00)

The Approval Comments (RQ.511.00) screen displays after you click the Approval Comments button on the Item Request Approval (RQ.510.00) screen. This screen allows you to enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. Notes can be viewed from the Item Request Approval (RQ.510.00) screen. Adding comments causes the Approval Comments check box in the detail grid of the Item Request Approval (RQ.510.00) to be selected.

Notes entered from the Item Request Approval (RQ.510.00) screen can also be viewed in this screen. This feature could be used by an approver who wants to add comments about a rejected item. The comments could then be reviewed by the requester before the request is resubmitted. This screen can only be viewed and not changed after the item request status is Complete.

Figure 81: Approval Comments (RQ.511.00)
Requisition Approval (RQ.520.00)

The Requisition Approval (RQ.520.00) screen allows approvers to view requisitions and approve them, reject them, or take no action.

![Requisition Approval (RQ.520.00)](image)

**Process for All (check box)**
Select **Process for All** to load all requisitions that require approval.

**Load Approvals (button)**
After selecting the **Process for All** check box, or selecting a department, project, or material type in the Process For area, click the **Load Approvals** button. All requisitions that require approval or requisitions for the department, project, or material type you selected in the Process For area will display in the detail grid.

**Department**
In **Department**, select a department to view the unapproved requisitions associated with it.

**Project**
In **Project**, select a project to view the unapproved requisitions associated with it.

**Material Type**
In **Material Type**, select a material type to view the unapproved requisitions associated with it.
Viewing Option

- **Current** — This is the default view. Only requisitions that need to be reviewed for approval at the approver’s authority level will display.

- **Future** — This view displays requisitions that require approval by the approver, but have not yet been reviewed by lower levels of authority. It can be useful if lower level approvers are unavailable.

- **Override** — This view displays requisitions over which the approver has authority but is not required to approve. For example, a requisition for $500.00 is not queued to an approver for review because the approver has a $10,000.00 approval level. The approver selects this option to temporarily bypass the approval restriction and review the requisition.

Department / Project Approval Area

Line items listed in the Department / Project Approval area of the Requisition Approval (RQ.520.00) screen require approval based on department or project constraints.

Action

In **Action**, select how you want to proceed with the line item. The options are:

- **Approve** — This option allows the line item to move one step closer to becoming a purchase order.

- **Reject** — This option is selected when a dollar amount or other aspect of the line item is not satisfactory to the approver. Rejecting an item prevents the requisition from becoming a purchase order if **Approval Type** in Requisitions Setup (RQ.950.00) is set to Header. A rejected requisition can be re-submitted for approval at a later time.

- **No Action** — This option holds the line item until it can be reviewed again. This is the default for all line items until **Action** is changed to Approve or Reject.

Approval Comments (check box)

The **Approval Comments** check box is selected if approval comments were attached to the requisition approval using the **Approval Comments** button.

Level

**Level** displays the level of approval required for the line item.

Req Nbr

**Req Nbr** displays the requisition number associated with the line item.

Over Budget

**Over Budget** indicates whether the line item amount is over the established General Ledger account and subaccount budget amount in Budget Maintenance (01.250.00).

Dept/Proj

**Dept/Proj** indicates the department or project identifier associated with the line item.

Inventory ID

**Inventory ID** indicates the inventory item identifier associated with the line item.

Description

**Description** displays the explanation for the line item. If the line item is associated with an inventory ID, the description is the inventory item’s description.
Qty
Qty displays the requested quantity of the line item.

Unit Cost(Base)
Unit Cost(Base) displays the unit cost associated with the line item.

Total Cost(Base)
Total Cost(Base) displays the extended cost associated with the line item by multiplying Qty times Unit Cost(Base).

Account
Account displays the general ledger account number that will be charged for the purchase of the line item.

SubAccount
SubAccount displays the general ledger subaccount number that will be charged for the purchase of the line item.

Requisitioner
Requisitioner displays the name of the person who is requesting the line item.

Vendor
Vendor displays the name of the vendor associated with the line item.

Comment
The approver can type remarks about the department or project approval process in the Comment box. Comments can be 30 characters in length. If the approver chooses not to enter remarks in the Comment box, the names of individuals involved with the approval process and the action taken will appear (for example, John Smith submitted for approval, Jane Doe approved).

Approval Comments (button)
Click the Approval Comments button to display the Approval Comments (RQ.511.00) screen. See “Approval Comments (RQ.511.00)” on page 166 for more information.

Details (button)
Click the Details button to open the Requisition (RQ.110.00) screen and view requisition information about the line item being reviewed. You must click the line item on the detail grid to enable this button.

Budget (button)
Click the Budget button to display the Requisition Budget (RQ.115.00) screen. You must click the line item you want to review on the detail grid to enable this button. See “Requisition Budget (RQ.115.00)” on page 123 for more information about this screen.

Inventory Order History (button)
Click the Inventory Order History button to open the Inventory Order History (RQ.521.00) screen and view the order history of the inventory item in the line item selected. See “Inventory Order History (RQ.521.00)” on page 125 for more information.
Alternatives (button)
Click the Alternatives button to open the Alternative (RQ.112.00) screen and display information entered for the line item in Alternatives on the Requisition (RQ.110.00) screen, Other Information tab. See “Alternative (RQ.112.00)” on page 172 for more information.

Purpose (button)
Click the Purpose button to open the Purpose (RQ.111.00) screen. See “Purpose (RQ.111.00)” on page 172 for more information about this screen.

Vendor Evaluation (button)
Click the Vendor Evaluation button to open the Vendor Evaluation (RQ.113.00) screen and display information entered in Vendor Evaluation on the Requisition (RQ.110.00) screen for the line item selected. See “Vendor Evaluation (RQ.113.00)” on page 113 for more information about this screen.

Policy Approval Area
Line items listed in the Policy Approval area of the Requisition Approval (RQ.520.00) screen require approval based on material type constraints.

Action
In Action, select how you want to proceed with the line item. The options are:
- Approve — Allows the line item to move one step closer to becoming a purchase order.
- Reject — Selected when a dollar amount or other aspect of the line item is not satisfactory to the approver. Rejecting an item prevents the requisition from becoming a purchase order if Approval Type in Requisitions Setup (RQ.950.00) is set to Header. A rejected requisition can be re-submitted for approval at a later time.
- No Action — Holds the line item until it can be reviewed again. This is the default for all line items until Action is changed to Approve or Reject.

Approval Comments (check box)
The Approval Comments check box is selected if approval comments were attached to the requisition approval using the Approval Comments button.

Level
Level displays the level of approval required for the line item.

Req Nbr
Req Nbr displays the requisition number associated with the line item.

Material Type Policy
Material Type Policy displays the ID of the policy the requisition is following along the approval path.

Comment
The approver can type remarks about the policy approval process in the Comment box. Comments can be 30 characters in length. If the approver chooses not to enter remarks in the Comment box, the names of individuals involved with the approval process and the action taken will appear (for example, John Smith submitted for approval, Jane Doe approved).

Inventory ID
Inventory ID indicates the inventory item identifier associated with the line item.
Qty
Qty displays the requested quantity of the line item.

Unit Cost(Base)
Unit Cost(Base) displays the unit cost associated with the line item.

Total Cost(Base)
Total Cost(Base) displays the extended cost associated with the line item by multiplying Qty times Unit Cost(Base).

Comment
The approver can type remarks about the approval process in the Comment box. Comments can be 30 characters in length. If the approver chooses not to enter remarks in the Comment box, the names of individuals involved with the approval process and the action taken will appear (for example, John Smith submitted for approval, Jane Doe approved).

Account
Account displays the general ledger account number that will be charged for the purchase of the line item.

SubAccount
SubAccount displays the general ledger subaccount number that will be charged for the purchase of the line item.

Requisitioner
Requisitioner displays the name of the person who is requesting the line item.

Vendor
Vendor displays the name of the vendor associated with the line item.

Approve All (button)
Click the Approve All button to change Action to Approve for all line items.

Action (button)
Click the Action button to open the Requisition Action (RQ.520.02) screen to set Action in the detail grid to Approve, Reject, or No Action for all line items on a requisition. See “Requisition Action (RQ.520.02)” on page 174 for more information about this screen.

Reject All (button)
Click the Reject All button to change Action to Reject for all line items listed in the detail grid.

Clear All (button)
Click the Clear All button to change Action to No Action for all line items listed in the detail grid.

Begin Processing (button)
Click the Begin Processing button to update the status of the requisition or requisition detail lines based on the actions you selected.
Purpose (RQ.111.00)
The Purpose (RQ.111.00) screen appears after you click the Purpose button on the Requisition Approval (RQ.520.00) screen. This screen displays information entered in Requisition Purpose on the Requisition (RQ.110.00) screen for the line item selected.

![Figure 83: Purpose (RQ.111.00)](image)

Alternative (RQ.112.00)
The Alternative (RQ.112.00) screen displays after you click the Alternatives button. It lists information entered in Alternatives on the Requisition (RQ.110.00) screen, Other Information tab for the line item selected.

![Figure 84: Alternative (RQ.112.00)](image)
Approval Comments (RQ.511.00)

The Approval Comments (RQ.511.00) screen displays after you click the Approval Comments button on the Requisition Approval (RQ.520.00) screen. This screen allows you to enter notes (up to approximately 32,000 characters in length) that relate to the specific line item. Notes can be viewed from the Requisition Approval (RQ.520.00) screen.

Notes entered from the Requisition Approval (RQ.520.00) screen can also be viewed in this screen. This feature could be used by an approver who wants to add comments about a rejected item that could be reviewed by the requisitioner before the request is resubmitted. This screen can only be viewed and not changed after the requisition status is PO Issued. Adding comments causes the Approval Comments check box in the detail grid to be selected.

![Figure 85: Approval Comments (RQ.511.00)](image)
Requisition Action (RQ.520.02)

The Requisition Action (RQ.520.02) screen displays after you click the Action button in the Requisition Approval (RQ.520.00) screen. In this screen, you can set Action to Approve, Reject, or No Action for all line items on a requisition.

![Requisition Action (RQ.520.02)](image)

Figure 86: Requisition Action (RQ.520.02)

**Dept/Proj Req Nbr**

Dept/Proj Req Nbr lists the requisition number of the current detail line in the Department / Project Approval area of the Requisition Approval (RQ.520.00) screen.

**Policy Req Nbr**

Policy Req Nbr lists the requisition number of the current detail line in the Policy Approval area on the Requisition Approval (RQ.520.00) screen.

**Proj/Dept Action (check box)**

Proj/Dept Action check box is selected if the action is for the detail line listed in the Department / Project Approval area.

**Policy Action (check box)**

Policy Action check box is selected if the action is for the detail line listed in the Policy Approval area.

**Approve All (button)**

Click the Approve All button to change the action on all line items on the same requisition to Approve.

**Reject All (button)**

Click the Reject All button to change the action on all line items on the same requisition to Reject.

**Clear All (button)**

Click the Clear All button to change the action on all items on the same requisition to No Action.

**Cancel (button)**

Click the Cancel button to close the screen.
Generate Requisitions (RQ.505.00)

The Generate Requisitions (RQ.505.00) screen displays all item requests at the document level that have a status of Approved. Note that if a line item on an item request is rejected, the status of the document is set to Reject, and the item request will not display on this screen, even if approval is based on line items.

When you click the Begin Processing button, requisitions will be created from all selected item requests.

![Generate Requisitions (RQ.505.00)](image)

Figure 87: Generate Requisitions (RQ.505.00)

**Selected**

Selected indicates whether an item request will be included when requisitions are generated. No is the default. If you select Yes, the item request is marked to generate a requisition when you click the Begin Processing button.

**Priority Status**

Priority Status displays the level of importance assigned to the selected item request.

**IR Nbr**

IR Nbr displays the reference number of the selected item request.

**Description**

Description displays a description of the selected item request.

**Est Ext Cost**

Est Ext Cost displays the document total estimated extended cost associated with the selected item request.

**Pref Vendor**

Pref Vendor displays the identification code of the supplier who will receive the purchase order.

**Project**

Project displays the identification code for the project associated with the selected item request.
Task
Task displays the identification code for the project task associated with the selected item request.

Dept ID
Dept ID displays the identification code for the department associated with the selected item request.

Requester
Requester displays the name associated with the user ID of the individual who asked for the items on the item request.

Details (button)
Click the Details button to open the Item Request (RQ.100.00) screen and view details of the selected item request.

Select All (button)
Click the Select All button to change the Selected field to Yes for all item requests listed.

Clear All (button)
Click the Clear All button to change the Selected field to No for all item requests listed.

Begin Processing (button)
Click the Begin Processing button to start the requisition generation process.
Generate Purchase Orders (RQ.400.00)

The Generate Purchase Orders (RQ.400.00) screen displays all requisitions that have a status of Approved. When you click the Begin Processing button, purchase orders will be created for all selected requisitions, and data from the Requisitions module will populate Purchase Order module fields and screens.

![Generate Purchase Orders (RQ.400.00)](image)

*Figure 88: Generate Purchase Orders (RQ.400.00)*

**Selected**

*Selected* indicates whether a requisition will be included when purchase orders are generated. The default is No. If you select Yes, the requisition is marked to generate a purchase order when you click the Begin Processing button.

**Priority**

*Priority* displays the level of importance assigned to the selected requisition.

**Req Nbr**

*Req Nbr* displays the reference number of the selected requisition, which will also be the corresponding purchase order number.

**Req Cntr**

*Req Cntr* displays the requisition counter associated with the requisition number. A counter number of 01 or higher indicates that the requisition is actually a change request, not an original requisition.

**Description**

*Description* displays an explanation of the selected requisition.

**Base Req Total**

*Base Req Total* displays the total amount of the selected requisition in the base currency.

**Vendor**

*Vendor* displays the identification code of the supplier that will receive the purchase order.
Project
display the identification code of the project associated with the selected requisition.

Task
display the identification code for the project task associated with the selected requisition.

Dept ID
display the identification code for the department associated with the selected requisition.

Requestor
display the name of the individual who asked for the items on the selected requisition.

Select All (button)
Click the Select All button to change the Selected field to Yes for all requisitions listed.

Clear All (button)
Click the Clear All button to change the Selected field to No for all requisitions listed.

Begin Processing (button)
Click the Begin Processing button to start the purchase order generation process.
Requisition Information Agent (RQ. RIA.00)

The Requisition Information Agent (RQ.RIA.00) automatically notifies the user when requests have been approved or rejected. It also automatically notifies approvers when a request needs to be reviewed.

**Note:** To prevent launch errors, make sure that your Internet connection is set up and working properly before you run the Requisition Information Agent.

![Figure 89: Requisition Information Agent (RQ.RIA.00)](image)

**Process Interval in Minutes**

*Process Interval in Minutes* determines how often the program will send waiting notification messages.

**User Receiving Error E-mail Messages**

In *User Receiving Error E-mail Messages*, enter the identifier for the user who will receive email notifications related to errors encountered when processing requests. For example, if a user is to receive notifications and the user does not have a valid email address, the user specified in *User Receiving Error E-mail Messages* would receive an email indicating the notification could not be delivered.

**Start (button)**

The *Start* button starts the notification process.

**Process Now (button)**

Click the *Process Now* button to start processing the requisitions to determine if notifications need to be sent. Clicking this button is useful if the Requisition Information Agent is started, a request has been issued which must be processed immediately, and the process interval has not been met.
Status/Budget Update (RQ.530.00)

In the Status/Budget Update (RQ.530.00) screen, you can update the status of requisitions and budget committed amounts. Update status and budget information after you have done the following:

- Posted transactions to General Ledger from the Purchasing or Accounts Payable module.
- Run Financial Transaction Transfers (FTT) in the Project Controller module, if applicable.

This process updates committed budget amounts as follows:

- Relieves committed amounts for all canceled requisitions.
- Relieves committed amounts for all expired blanket orders.
- Relieves committed amounts for requisitions associated with projects if the requisitions' status is PO Issued.

![Status/Budget Update (RQ.530.00)](image)

*Figure 90: Status/Budget Update (RQ.530.00)*

Update Project Budgets Only (check box)

Select the Update Project Budgets Only check box if you want to update only budgets for projects without affecting Requisitions budgets.

Begin Processing (button)

Click the Begin Processing button to start the status and budget update process.
Delete Detail (RQ.550.00)

The Delete Detail (RQ.550.00) screen deletes item requests and requisitions after comparing the dates the documents were created with the retention time frames that were established in the Requisition Setup (RQ.950.00) screen. The process does not consider closed accounting periods when determining which item requests and requisitions to delete.

The fields in this screen are display only. The values can be changed by modifying the retention fields in the Requisition Setup (RQ.950.00) screen.

![Image of the Delete Detail (RQ.550.00) screen]

**Figure 91: Delete Detail (RQ.550.00)**

**Current Business Date**

Current Business Date displays the system date.

**Delete Item Request Detail from**

Delete Item Request Detail from displays a date based on Months to Retain Item Requests on the Requisition Setup (RQ.950.00) screen.

**Delete Requisition Detail from**

Delete Requisition Detail from displays a date based on Months to Retain Requisitions on the Requisition Setup (RQ.950.00) screen.

**Begin Processing (button)**

Click the Begin Processing button to start the delete detail process.
Setup Screens

Requisition Setup (RQ.950.00)

In the Requisition Setup (RQ.950.00) screen, you establish basic information about the Requisitions module, and it must be completed before the module can be used. You can define various operating options in this screen to tailor the Requisitions processes to your organization’s purchasing practices.

After the Requisitions module is set up, you will not use the Purchase Order (04.250.00) screen to generate or modify purchase orders. Use the System Manager Access Rights Maintenance (95.270.00) screen to restrict access rights for the Purchase Order (04.250.00) screen to View Only.

Figure 92: Requisition Setup (RQ.950.00)

**Last PO/Requisition Nbr**

Use **Last PO/Requisition Nbr** to determine the next requisition number that will be used. This number automatically increments every time a new requisition is created or a purchase order is created in Purchase Order Maintenance (04.250.00).

When you configure the Requisitions module, set **Last PO/Requisition Nbr** to at least the last purchase order number created in the Purchasing module. To verify this number, open the PO Setup (04.950.00) screen, and check **Last PO Number** on the Options tab.

**Note:** When a purchase order is generated from a requisition, the requisition number then becomes the purchase order number. Requisition numbers and purchase order numbers have a one-to-one correlation.

**Last Item Request Nbr**

Use **Last Item Request Nbr** to determine the next item request number that will be used. This number automatically increments every time a new item request is created. This number has no relationship to the requisition number and can be set to any number.
Months to Retain Requisitions

Use Months to Retain Requisitions to set the number of months that the Requisitions module will retain cancelled requisitions or requisitions with a status of PO Issued. Delete Detail (RQ.550.00) reads the value entered here to determine the retention time frame for requisitions. See “Delete Detail (RQ.550.00)” on page 181 for more information.

Months to Retain Item Requests

Use Months to Retain Item Requests to set the number of months that the Requisitions module will retain completed or cancelled item requests. Delete Detail (RQ.550.00) reads the value entered here to determine the retention time frame for item requests. See “Delete Detail (RQ.550.00)” on page 181 for more information.

Change Request Re-Approval %

Use Change Request Re-Approval % to set the percentage of allowable change in the cost on a purchase order. Change requests are generally used to make changes to prices or quantities, or to add new items to a purchase order. If a purchase order is changed and the change increases the cost over the allowable percentage, the change request must be re-approved. If zero percent is entered, all change requests will require re-approval.

Budget Ledger ID

In Budget Ledger ID, enter the identifier of the budget ledger you want the Requisitions module to update.

Budget Calculation

Choose which Budget Calculation you want to use, YTD Values or Annual Value.

IR Over Budget Warning

Budget balances are calculated when an item request is submitted for approval. The budget warning options are:

- None — No warning message appears. This option is appropriate if the General Ledger or Project Controller budgeting feature is not in use.
- Warning Only — A warning will be issued when an item exceeds the budget. However, the item request approval process can continue.
- Do Not Allow — A warning will be issued when an item exceeds budget. The item cannot be submitted for approval.

RQ Over Budget Warning

Budget balances are calculated when a requisition is submitted for approval. The budget warning options:

- None — No warning message appears. This option is appropriate if the General Ledger or Project Controller budgeting feature is not in use.
- Warning Only — A warning will be issued when an item exceeds budget. However, the requisition approval process can continue.
- Do Not Allow — A warning will be issued when an item exceeds budget. The item cannot be submitted for approval.
Allow Requests for Bids (check box)

Select the Allow Requests for Bids to allow the submission of bids for pricing. Before submitting a requisition for approval and issuing a purchase order, you can send the requisition to several vendors to determine which will offer the best price. If the check box is selected, the Submit for Bid option will be available in Doc Handling on the Requisition (RQ.110.00) screen.

Note: You are not required to create vendor IDs in the Accounts Payable module before submitting bids to potential suppliers. However, once a supplier is selected, a valid vendor ID is required to process the requisition and create a purchase order.

Allow New Vendor Entry (check box)

Select the Allow New Vendor Entry check box to permit the creation of a new vendor in the Vendor Evaluation (RQ.113.00) screen. This screen is used to create bids for one or more vendors. You can access it by clicking the Vendor Evaluation button on the Vendor Information tab of the Requisition (RQ.110.00) screen.

If the check box is selected, you can add a new vendor ID as you work. The information you enter in the Vendor Evaluation (RQ.113.00) screen will be found in Name and Address on the Account Payable Vendor Maintenance (03.270.00) screen.

If the check box is not selected, new vendors must be added in the Accounts Payable Vendor Maintenance (03.270.00) screen.

Note: You are not required to create vendor IDs in the Accounts Payable module before submitting bids to potential suppliers. However, once a supplier is selected, a valid vendor ID is required to process the requisition and create a purchase order.

Default Account

Use Default Account to indicate the default general ledger account which will be associated with requisition detail lines. The options are:

- None — The Account field will be blank when you create item requests in the Item Request (RQ.100.00) screen or requisitions from item requests using the Item Request Consolidation (RQ.500.00) screen.
- Purchase For — This option uses purchase for values to determine which account is used when a requisition is created.
- Department — When a requisition is created in the Item Request (RQ.100.00) screen or through the Item Request Consolidation (RQ.500.00) screen, Account will display the department’s default general ledger account. The department is selected in Dept ID on the Requisition (RQ.110.00) screen. The department default account is defined in the Department Maintenance (RQ.260.00) screen.

Note: Unless special needs require it, the Purchase For option should be selected in Default Account.

Default Subaccount

Use Default Subaccount to indicate the default general ledger subaccount which will be associated with requisition detail lines. The options are:

- None — The Subaccount field will be blank when you create item requests in the Item Request (RQ.100.00) screen or requisitions from item requests using the Item Request Consolidation (RQ.500.00) screen.
- Purchase For — This option uses purchase for values to determine which account is used when a requisition is created. Valid Purchase For types are:
  - Description Line
  - Freight Charges
  - Goods For Inventory
  - Goods For Project
- Misc Charges
- Non-Inventory Goods
- Services for Expenses
- Services for Project.

- Department — When a requisition is created in the Item Request (RQ.100.00) screen or through the Item Request Consolidation (RQ.500.00) screen, Subaccount will display the department’s default general ledger subaccount. The department is selected in the Dept ID field on the Requisition (RQ.110.00) screen. The department default subaccount is defined in the Department Maintenance (RQ.260.00) screen.

**Note:** Unless special needs require it, the Purchase For option should be selected in Default Subaccount.

**Approval Type**

Use Approval Type to indicate if each line item on an item request or a requisition will have a separate approval path, or if all lines items will be treated as a single transaction and approved at once. The options are:

- Detail — Each line item entered on the Item Request (RQ.100.00) screen or the Requisition (RQ.110.00) screen will have its own approval path (each line item will be approved separately).
- Header — All line items on an item request or requisition will be approved as one transaction.

**Note:** This field cannot be changed after an item request or requisition is created.

**Department Maintenance**

Use Department Maintenance to indicate whether a segment of the general ledger subaccount identifies a department in your organization, or if you will enter a department identifier.

**Note:** This field cannot be changed after an item request or requisition is created.

The Department Maintenance options are:

- Subaccount — Select this option if a segment of the general ledger subaccount identifies your organization’s department or cost center. If you choose this option, you must specify the segment number in Subaccount Department Identifier.

  If Subaccount is selected, the Valid Combos Required check box must be selected for the field type Subaccount in the Shared Information Flexkey Definition (21.230.00) screen. In addition, the Validate check box must be selected so that only valid subaccount combinations that are maintained in the General Ledger module are entered. After the first transaction is entered using a department identifier in the subaccount, you will not be able to change this option.

- User Defined — Select this option if your organization does not define departments by one segment of the general ledger subaccount. It will allow you to enter any value for a department ID.

**Subaccount Department Identifier**

If you selected Subaccount in Department Maintenance, you must enter the number of the general ledger subaccount segment that your organization uses to identify its departments or cost centers. Departments and cost centers are important factors in defining approval processes.
Req to PO (Header)
The User 1 through User 8 check boxes represent user fields within the requisition header (RQREQHDR) table. If you have customized the Requisition (RQ.110.00) screen by adding the requisition header User fields to store additional information about the requisition, the values stored in these fields can be automatically transferred to the purchase order. All User fields or each individual User field can be selected so that you can control which of these fields are transferred to the purchase order. For example, if the User 1 field is selected, the data stored in User 1 will automatically flow to the corresponding User 1 field in the Purchasing module’s PurchOrd table.

Req to PO (Detail)
The User 1 through User 8 check boxes represent user fields within the requisition detail (RQREQDET) table. If you have customized the Requisition (RQ.110.00) screen by adding the requisition detail User fields to store additional information about the requisition, the values stored in these fields can be automatically transferred to the purchase order detail. All User fields or each individual User field can be selected so that you can control which of these fields are transferred to the purchase order detail. For example, if the User 1 field is selected, the data stored in User 1 field will automatically flow to the corresponding User 1 field in the Purchasing module’s PurOrdDet table.

Bill To / Ship To (button)
Click the Bill To / Ship To button to open the Bill To / Ship To Defaults (RQ.950.01) screen that contains your business’s default billing and shipping address information. See “Bill To / Ship To Defaults (RQ.950.01)” on page 188 for more information about this screen.
Bill To / Ship To Defaults (RQ.950.01)

Bill To / Ship To Defaults (RQ.950.01) when you click the Bill To / Ship To button in Requisition Setup (RQ.950.00). In this screen, you enter preset options for your organization’s billing and shipping address information. You can override these defaults during item request or requisition entry. When you are finished, click OK to return to the Requisition Setup (RQ.950.00) screen.

The first time you open Bill To / Ship To Defaults (RQ.950.01), a dialog box will appear, asking if the default purchasing information should be copied to this screen from the Purchase Order module. If you click Yes, information will automatically appear on this screen.

![Bill To / Ship To Defaults (RQ.950.01)](image)

The field descriptions for this screen are:

**Default Billing Address Area**

**Name**
Name of the group or department, such as Accounts Payable Dept., that will receive vendor invoices.

**Attention**
Specific contact who will receive vendor invoices and questions about invoices.

**Address 1**
First line of your company’s billing address, typically used for suite number or street address.

**Address 2**
Second line of your company’s billing address. If you enter a suite number in Address 1, use Address 2 for your business’s billing address post office box number or street address.

**City**
Municipality in your company’s billing address.

**State/Province**
The two-letter United States state abbreviation or the three-letter Canadian province code in your company’s billing address.
Postal Code
The postal code in your company’s billing address; for United States addresses, the five-digit ZIP Code or the nine-digit ZIP+4 Code, or for Canadian addresses, the six-character, alphanumeric postal code.

Country/Region
The country or region in your company’s billing address (an abbreviation of up to three letters).

Phone/Ext
The telephone number and extension of your company’s contact for questions about vendor invoices.

Fax/Ext
The telephone number and extension vendors can use when faxing invoices or other documents to your company.

E-Mail Address
The email address vendors can use to contact your company.

Default Ship To Area

Name
Name of the group or department, such as Shipping/Receiving, that will receive shipments.

Attention
Specific contact in the group who will receive vendor shipments and questions about shipments.

Address 1
First line of your company’s shipping address, typically used for suite number or street address.

Address 2
Second line of your company’s shipping address. If you enter a suite number in Address 1, use Address 2 for the corresponding street address.

City
Municipality in your company’s shipping address.

State/Province
The two-letter United States state abbreviation or the three-letter Canadian province code in your company’s shipping address.

Postal Code
The postal code in your company’s shipping address; for United States addresses, the five-digit ZIP Code or the nine-digit ZIP+4 Code, or for Canadian addresses, the six-character, alphanumeric postal code.

Country/Region
The country or region in your company’s shipping address (an abbreviation of up to three letters).

Phone/Ext
The telephone number and extension of your company’s contact for questions about vendor shipments.
Fax/Ext
The telephone number and extension vendors can use when faxing information about shipments to your company.

E-Mail Address
The email address vendors can use to contact your company.
Reports

Requisition Commitment (RQ.535.00)

The Requisition Commitment (RQ.535.00) report lists the detail lines of requisitions with a status of PO (PO Issued). The status is set to PO Issued when a purchase order is generated for the requisition by executing Generate Purchase Orders (RQ.400.00). The default report prints all PO Issued status records sorted by account, subaccount, requisition number, requisition counter, and item number. On the Select tab, you can change the report format so that only a particular account or subaccount is listed on the report.

Figure 94: Requisition Commitment (RQ.535.00) report
Department List (RQ.602.00) Report

The Department List (RQ.602.00) report shows all departments created in Department Maintenance (RQ.260.00). The default report format, Department List by Department, sorts departments by department ID. On the Select tab, you can change the format so that only a particular department is listed on the report.

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Site-To-Information</th>
<th>Contact Information</th>
<th>Default Account</th>
<th>Default Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>CEO</td>
<td>Contoso, Ltd</td>
<td>Phone: 555-555-5550</td>
<td>700</td>
<td>01-000-00-00-00-0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andy Carroll</td>
<td>Fax: 555-555-5550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>123 News</td>
<td>E-Mail: <a href="mailto:xcarroll@contoso.com">xcarroll@contoso.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Administration</td>
<td>Contoso, Ltd</td>
<td>Phone: 555-555-5550</td>
<td>7000</td>
<td>01-1234567890-00-0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rick Brown</td>
<td>Fax: 555-555-5550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>123 News</td>
<td>E-Mail: <a href="mailto:rickbrown@contoso.com">rickbrown@contoso.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Manufacturing</td>
<td>Contoso, Ltd</td>
<td>Phone: 555-555-5550</td>
<td>7200</td>
<td>02-1234567890-00-0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patricia Doyle</td>
<td>Fax: 555-555-5550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>123 News</td>
<td>E-Mail: <a href="mailto:pdoyle@contoso.com">pdoyle@contoso.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Engineering</td>
<td>Contoso, Ltd</td>
<td>Phone: 555-555-5550</td>
<td>7100</td>
<td>04-1234567890-00-0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John Jackson</td>
<td>Fax: 555-555-5550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>123 News</td>
<td>E-Mail: <a href="mailto:jackson@contoso.com">jackson@contoso.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 95: Department List (RQ.602.00) report
Policy List (RQ.603.00)

The Policy List (RQ.603.00) report shows all policies created in Policy Maintenance (RQ.270.00). The default report format, Policy List By Policy ID, sorts policies by policy ID. On the Select tab, you can change the format so that only a particular policy is listed on the report.

<table>
<thead>
<tr>
<th>Policy ID</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>Hardware, software, etc.</td>
<td>Active</td>
</tr>
<tr>
<td>MACH</td>
<td>Office machines</td>
<td>Inactive</td>
</tr>
<tr>
<td>OFFICE</td>
<td>Office supplies</td>
<td>Active</td>
</tr>
<tr>
<td>SHOP</td>
<td>Shop supplies</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

Figure 96: Policy List (RQ.603.00) report
Department Assignment (RQ.604.00)

The Department Assignment (RQ.604.00) report lists all department assignments created in the Department Assignment (RQ.280.00) screen. The default report format, Department Assignment By Department, sorts all assignments by department ID. On the Select tab, you can change the format so that only a particular department is listed on the report.

<table>
<thead>
<tr>
<th>Department</th>
<th>User ID</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Default</td>
<td></td>
</tr>
<tr>
<td>00</td>
<td>ADMIN</td>
<td>admin</td>
</tr>
<tr>
<td></td>
<td>EXEC</td>
<td>exec</td>
</tr>
<tr>
<td></td>
<td>MANAGER1</td>
<td>mgr one</td>
</tr>
<tr>
<td></td>
<td>MANAGER2</td>
<td>mgr two</td>
</tr>
<tr>
<td></td>
<td>OFFMGR</td>
<td>office mgr</td>
</tr>
<tr>
<td></td>
<td>SUPERVISOR1</td>
<td>spr one</td>
</tr>
<tr>
<td></td>
<td>SUPERVISOR2</td>
<td>spr two</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>User ID</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>ADMIN</td>
<td>admin</td>
</tr>
<tr>
<td></td>
<td>EXEC</td>
<td>exec</td>
</tr>
<tr>
<td></td>
<td>MANAGER1</td>
<td>mgr one</td>
</tr>
<tr>
<td></td>
<td>OFFMGR</td>
<td>office mgr</td>
</tr>
<tr>
<td></td>
<td>SUPERVISOR1</td>
<td>spr one</td>
</tr>
<tr>
<td></td>
<td>SUPERVISOR2</td>
<td>spr two</td>
</tr>
<tr>
<td></td>
<td>SYSADMIN</td>
<td>Systems Administrator</td>
</tr>
<tr>
<td></td>
<td>USER1</td>
<td>user one</td>
</tr>
</tbody>
</table>

Figure 97: Department Assignment (RQ.604.00) report
Department Approvals (RQ.605.00)

The Department Approvals (RQ.605.00) report lists all department approvals created in Department Approval Maintenance (RQ.290.00). The default report format, Department Approvals by Department, sorts all department approvals by department ID, by document type, by request type, and by budgeted. Click the Select tab before printing to choose options that allow you to produce the report for a particular department. A second report format, Department Approvals by User, sorts all department approvals by user ID and department ID. On the Select tab, you can change the format to produce the report based on your organization’s reporting needs.

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Document Type</th>
<th>Request Type</th>
<th>Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Default</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Report Format

Specifies the type of report to print. The options are:

- **Department Approvals by Department** — Generates a report on department approvals sorted by department ID, request type, and budgeted.
- **Department Approvals by User** — Generates a report on department approvals sorted by user ID and then by department.
Project Approvals (RQ.607.00)

The Project Approvals (RQ.607.00) report lists all project approvals created in Project Approval Maintenance (RQ.300.00). The default report format, Project Approvals By Project, sorts all project approvals by project, by document type, by request type, and by budgeted. Click the Select tab before printing the report to select options that will produce the report for a particular project. A second report format, Project Approvals by User, sorts all project approvals by user ID and project ID. On the Select tab, you can change the format to produce the report based on your organization’s reporting needs.

Figure 99: Project Approvals (RQ.607.00) report

Report Format

Specifies the type of report to print. The options are:

- Project Approvals By Project — Generates a report on project approvals sorted by project ID, document type, request type, and budgeted.
- Project Approvals by User — Generates a report that is sorted by user ID and project ID.
Policy Approvals (RQ.611.00)

The Policy Approvals (RQ.611.00) report lists all policy approvals created in Policy Approval Maintenance (RQ.310.00). The default report format, Policy Approvals By Policy ID, sorts all policy approvals by policy ID, request type, and authority. On the Select tab, you can change the format to produce the report for a particular policy.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Doc Type</th>
<th>Material Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>Hardware, software, etc.</td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td>IT PARTS</td>
<td>IT PARTS</td>
</tr>
<tr>
<td></td>
<td>Approver</td>
<td>Approver</td>
</tr>
<tr>
<td>Authority</td>
<td>admin</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>office mgr</td>
<td>OFFMGSR</td>
</tr>
<tr>
<td>OFFICE</td>
<td>Office supplies</td>
<td></td>
</tr>
<tr>
<td>HARD</td>
<td>Hard Goods</td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td>admin</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>office mgr</td>
<td>OFFMGSR</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>Misc. shop supplies</td>
<td></td>
</tr>
<tr>
<td>Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td>admin</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 100: Policy Approvals (RQ.611.00) report
Item Request (RQ.620.00)

The Item Request (RQ.620.00) report prints the item request you are currently entering or viewing. You can preview or print the item request by clicking the Print button on the Item Request (RQ.100.00) screen.

![Item Request (RQ.620.00) report]
Requisition (RQ.650.00)

The Requisition (RQ.650.00) report prints the requisition you are currently entering or viewing. You can preview or print the requisition by clicking the Print button on the Requisition (RQ.110.00) screen.

![Requisition (RQ.650.00) report](image)

Figure 102: Requisition (RQ.650.00) report
Requisition Register (RQ.721.00)

The Requisition Register (RQ.721.00) report lists document header level information about each requisition created in the Requisition (RQ.110.00) screen. The default report format, Requisition Register by Status, sorts all requisitions by status and requisition number. On the Select tab, you can change the format to produce the report for a particular status. You can also choose report formats that sort the report by requisition number, department, user ID, and vendor ID.

![Figure 103: Requisition Register (RQ.721.00) report](image)

**Report Format**

Specifies the type of report to print. The options are:

- **Requisition Register By Status** — Generates a report for all requisitions sorted by status and requisition number.
- **Requisition Register By Requisition Number** — Generates a report for all requisitions sorted by requisition number.
- **Requisition Register By Department** — Generates a report for all requisitions sorted by department and requisition number.
- **Requisition Register By User ID** — Generates a report for all requisitions sorted by user ID, department, and requisition number.
- **Requisition Register By Vendor ID** — Generates a report for all requisitions sorted by vendor ID and requisition number.
- **Requisition Register By Status – Multi-Currency** — Generates a report for all requisitions that were created in a foreign currency and sorts them by status and requisition number.
Requisition Detail (RQ.730.00)

The Requisition Detail (RQ.730.00) report lists requisition detail created in the Requisition (RQ.110.00) screen. The default report format, Requisition Detail by Department, sorts all requisition detail by requisitioner's department and requisition number. Click the Select tab before printing the report in order to produce the report for a particular department. Other report formats provided are sorted by project. On the Select tab, you can change the format to produce the report based on your organization's reporting needs.

![Report Format](#)

**Report Format**

Specifies the type of report to print. The options are:

- Requisition Detail by Department — Generates a report that sorts all requisition detail by requisitioner’s department and requisition number.
- Requisition Detail by Department – Multi-Currency — Generates a report listing all requisition detail created in a foreign currency, sorted by requisitioner’s department and requisition number.
- Requisition Register By Project — Generates a report that sorts all requisition detail by project ID, task ID, and requisition number.
- Requisition Register By Project – Multi Currency — Generates a report listing all requisition detail created in a foreign currency, sorted by project ID, task ID, and requisition number.
Requisitions

Req Anticipated Deliveries (RQ.732.00)

The *Req Anticipated Deliveries (RQ.732.00)* report lists requisition detail for those requisitions for which a purchase order was generated. The default report format, Requisition Anticipated Deliveries, sorts all requisition detail by purchase order number, requisition number, sequence number, and requisition counter order. On the *Select* tab, you can change the format to produce a report for a particular purchase order.

![Fig 105: Req Anticipated Deliveries (RQ.732.00) report](image-url)
Item Request Consolidation (RQ.810.00)

The Item Request Consolidation (RQ.810.00) report lists material types that have appeared on item requests. The default report format, Item Request Consolidation, sorts all material types on an item request by material type. On the Select tab, you can change the format to produce the report for a particular material type.

![Figure 106: Item Request Consolidation (RQ.810.00) report](image)

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIP</td>
<td>Shop equipment</td>
<td>2.00</td>
</tr>
<tr>
<td>HARD</td>
<td>Hard Goods</td>
<td>12,100.00</td>
</tr>
</tbody>
</table>
Item Request Register (RQ.821.00)

The Item Request Register (RQ.821.00) report lists document header level information about each item request created in the Item Request (RQ.100.00) screen. The default report format, Item Request Register, sorts all item requests by status and item request number. On the Select tab, you can change the format to produce the report for a particular status. Other report formats provided are sorted by item request number, department, and user ID. Click the Select tab to choose options that allow you to produce the report based on your organization’s reporting needs.

![Figure 107: Item Request Register (RQ.821.00) report](image)

**Report Format**

Specifies the type of report to print. The options are:

- **Item Request Register by Status** — Generates a report that sorts all item requests by status and item request number.
- **Item Request Register by Item Request Number** — Generates a report that sorts all item requests by item request number.
- **Item Request Register by Department** — Generates a report that sorts all item requests by department.
- **Item Request Register by User** — Generates a report that sorts all item requests by user ID.
- **Item Request Register by Status – Multi-Currency** — Generates a report for all item requests that were created in a foreign currency and sorts by status and item request number.
Subaccount Access (RQ.830.00)

The Subaccount Access (RQ.830.00) report lists subaccount access by user as defined on the Account/Subaccount Access (RQ.350.00) screen, Subaccount tab. The default report format, Subaccount Access by User, sorts all subaccount access records by user ID. On the Select tab, you can change the format to produce the report for a particular user.

<table>
<thead>
<tr>
<th>User</th>
<th>Subaccount Access</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR 1</td>
<td>00-000-00-00-00-0</td>
<td>Default test</td>
</tr>
<tr>
<td></td>
<td>01-000-CD-00-00-1</td>
<td>Administration-Canada</td>
</tr>
<tr>
<td></td>
<td>01-000-FR-00-00-1</td>
<td>Administration-France</td>
</tr>
<tr>
<td></td>
<td>01-000-DE-00-00-1</td>
<td>Administration-Germany</td>
</tr>
<tr>
<td></td>
<td>01-000-IT-00-00-1</td>
<td>Administration-Italy</td>
</tr>
<tr>
<td></td>
<td>01-000-UK-00-00-1</td>
<td>Administration-UK</td>
</tr>
<tr>
<td></td>
<td>01-100-AA-00-00-1</td>
<td>Administration-Controller</td>
</tr>
<tr>
<td></td>
<td>EN-330-00-00-00-0</td>
<td>Outside Services</td>
</tr>
<tr>
<td>SUPERVISOR 2</td>
<td>02-223-AA-00-00-1</td>
<td>SubAcc Added From Budget Main</td>
</tr>
<tr>
<td></td>
<td>02-230-AA-00-00-1</td>
<td>Sales Administration-A</td>
</tr>
<tr>
<td></td>
<td>EN-230-00-00-00-0</td>
<td>Engineering, Engineers</td>
</tr>
<tr>
<td>SYSADMIN</td>
<td>01-100-AA-00-00-1</td>
<td>Administration-Controller</td>
</tr>
<tr>
<td>USER 1</td>
<td>01-100-AA-00-00-1</td>
<td>Administration-Controller</td>
</tr>
<tr>
<td>USER 2</td>
<td>01-100-AA-00-00-1</td>
<td>Administration-Controller</td>
</tr>
<tr>
<td></td>
<td>02-230-AA-00-00-1</td>
<td>Sales Administration-A</td>
</tr>
<tr>
<td></td>
<td>EN-230-00-00-00-0</td>
<td>Engineering, Engineers</td>
</tr>
</tbody>
</table>

Figure 108: Subaccount Access (RQ.830.00) report
Account Access (RQ.840.00)

The Account Access (RQ.840.00) report lists account access by user as defined on the Account/Subaccount Access (RQ.350.00) screen, Account tab. The default report format, Account Access by User, sorts all account access records by user ID. On the Select tab, you can change the format to produce the report for a particular user.

<table>
<thead>
<tr>
<th>User</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR1</td>
<td>4010</td>
<td>Beginning Inventory</td>
</tr>
<tr>
<td></td>
<td>4020</td>
<td>Inter-Company Purchases</td>
</tr>
<tr>
<td></td>
<td>4030</td>
<td>Merchandise Purchases</td>
</tr>
<tr>
<td></td>
<td>7040</td>
<td>Office Expenses - Misc.</td>
</tr>
<tr>
<td></td>
<td>7190</td>
<td>Office Supplies</td>
</tr>
<tr>
<td></td>
<td>7196</td>
<td>Outside Services</td>
</tr>
<tr>
<td></td>
<td>7230</td>
<td>Shop Supplies</td>
</tr>
<tr>
<td>SUPERVISOR2</td>
<td>4030</td>
<td>Merchandise Purchases</td>
</tr>
<tr>
<td></td>
<td>4110</td>
<td>Supplies</td>
</tr>
<tr>
<td></td>
<td>7040</td>
<td>Office Expenses - Misc.</td>
</tr>
<tr>
<td>SYSADMIN</td>
<td>1230</td>
<td>Inventory-Components</td>
</tr>
<tr>
<td></td>
<td>4150</td>
<td>Cost of Goods Sold</td>
</tr>
<tr>
<td></td>
<td>41601</td>
<td>Late Charges</td>
</tr>
<tr>
<td></td>
<td>4151</td>
<td>Cost of Goods Sold-Type 1</td>
</tr>
<tr>
<td></td>
<td>4152</td>
<td>Cost of Goods Sold-Type 2</td>
</tr>
<tr>
<td></td>
<td>4153</td>
<td>Cost of Goods Sold-Type 3</td>
</tr>
<tr>
<td></td>
<td>4154</td>
<td>Cost of Goods Sold-Type 4</td>
</tr>
<tr>
<td></td>
<td>4155</td>
<td>Cost of Goods Sold-Type 5</td>
</tr>
<tr>
<td></td>
<td>4156</td>
<td>Cost of Goods Sold-Type 6</td>
</tr>
<tr>
<td></td>
<td>4157</td>
<td>Cost of Goods Sold-Type 7</td>
</tr>
<tr>
<td></td>
<td>4200</td>
<td>Ending Inventory</td>
</tr>
<tr>
<td></td>
<td>4210</td>
<td>Inventory Revaluation</td>
</tr>
<tr>
<td></td>
<td>4220</td>
<td>Cleaning/Other Direct Costs</td>
</tr>
<tr>
<td></td>
<td>4300</td>
<td>Variance Direct Material</td>
</tr>
<tr>
<td></td>
<td>7040</td>
<td>Office Expenses - Misc.</td>
</tr>
<tr>
<td>USER1</td>
<td>1230</td>
<td>Inventory-Components</td>
</tr>
<tr>
<td></td>
<td>1640</td>
<td>Machines &amp; Equipment</td>
</tr>
<tr>
<td></td>
<td>1050</td>
<td>Auto Supplies</td>
</tr>
</tbody>
</table>

Figure 109: Account Access (RQ.840.00) report
Requisition History (RQ.870.00)

The Requisition History (RQ.870.00) report lists requisition detail. The default report format, Requisition History By Inventory ID, sorts all requisition detail by inventory ID. On the Select tab, you can change the format to produce the report for a particular inventory item.

**Figure 110: Requisition History (RQ.870.00) report**

### Report Format

Specifies the type of report to print. The options are:

- **Requisition History By Inventory ID** — Generates a report that sorts all requisition detail by inventory ID.
- **Requisition History By Inventory ID – Multi-Currency** — Generates a report that sorts detail for all requisitions created in a foreign currency by inventory ID.
Glossary of Terms

Account
A unique code that indicates the general ledger account—an expense account in the Requisitions module—to which a purchase will be charged. The Requisitions software will sort and track purchases based on the account number. Accounts are defined in the General Ledger module. Also see “Subaccount” on page 211.

Approval Authority
The level of authority granted to a user for approval of item requests or requisitions. Seven levels of approval can be defined based on the Document Type, Request Type, whether the item is Budgeted, and the maximum dollar amount limit. A user can be granted authority based on a department or project, and policy.

Approval Deferral
Approval deferral is the process by which a user temporarily defers their ability to approve item requests or requisitions to another user. Approval deferral is most often used in cases where someone is out of the office, on vacation for example, and their approval authority is granted to another user so that item requests or requisitions can be approved during their absence.

Assignment
Assignment is the process of defining the users that belong to a group (department). This is done to give groups the ability to approve item requests or requisitions.

Blanket Order
An order that covers the purchase of a large quantity at a fixed price and over a period of time. Because several regular orders are launched from a single blanket order, delivery will span a relatively longer period of time than that of a standard order.

Buyer
The individual who is responsible for all purchase agreements for all material or for a specific category or categories of material. Buyers are defined in the Shared Information module. Buyers are also often called purchasing agents.

Change Orders
Changes to a purchase order that occur after the order is sent to the vendor. Change orders modify the contractual agreement. Therefore, a unique control number is assigned to each change. Changes in part numbers, quantity ordered, or unit price require change order control. Less significant changes might not require a change order.

Drop Ship
Delivery of goods to a location other than the location of the purchaser. The drop-ship address is specified in the ship-to address on the purchase order.

Inventory ID
A unique code that identifies a specific inventory item.
Item Request
A request to purchase a specific item or items; these requests may need to have a manager's approval before the items are purchased. Approved item requests eventually become requisitions.

Messaging Application Programming Interface (MAPI)
A Microsoft collection of COM objects that act as mediators between applications and back-end messaging systems.

Policy Approval
This approval type is for specific types of purchases. Companies have policies that state only certain individuals can approve specific kinds of products. A policy approval is specifically meant for these approval requests.

Project Approval
This approval type runs in conjunction with a department or project approval type and is for specific projects. Project managers are often the individuals that can approve a project cost. Project approvals are specifically meant for these approval requests.

Purchase Order
A contract between the issuer of the purchase order and the supplier of the material that is ordered.

Receipts
Acceptance of the goods ordered. A receipt can be for a full or a partial shipment. The vendor ships goods to the location specified in the ship-to address on the purchase order. Physical receipt of the goods might or might not be accompanied by a copy of the vendor's invoice requesting payment for the goods.

Regular Order
The most common type of purchase order; an order paid for by credit or cash.

Request for Bid
A written request to vendors to deliver an estimate on the cost of an item or items.

Requisition
A request to purchase an item or items. Requisitions need to have a manager's approval before the associated items can be purchased. A requisition can contain items that were initially on an item request. Requisitions that are approved eventually become Purchase Orders.

Requisition Information Agent (RIA)
An approval notifications system that emails information to users about requisitions and item requests during the approval process. This system sends notifications to approvers and to users about any item request or requisition that requires some action.

Site ID
A unique code assigned to the inventory storage location where goods are received (if you are using the Inventory module and warehouses are defined).
**Standard Order**
An order template that is useful if the same products are often purchased from the same vendor and shipped to the same location. Using this template can help reduce data entry time.

**Subaccount**
A unique code that indicates the general ledger subaccount—an expense subaccount in the Requisitions module—to which a purchase will be charged. The Requisitions software will sort and track purchases based on the subaccount number. Subaccounts are defined in the General Ledger module. See “Account” on page 209.

**Unit of Measure**
The measurement standard by which you purchase goods, such as each, carton, or box.

**Vendor**
Person or business that supplies a product or service.

**Vendor Invoice**
A document provided by the vendor listing all goods shipped to the purchaser and the associated price of the goods. The vendor must provide an invoice before payment can be initiated by the purchaser. Receipt of the vendor invoice triggers the update to accounts payable, where payment will occur.

**Voucher**
A document that is initiated in the Accounts Payable module after receipt of the vendor’s invoice. A voucher authorizes payment to the vendor.

**Warehouse Bin Location**
A unique code that identifies the location (for example, a bin, bay, or rack) within the storage facility where an item is stored after it is received. If you are using the Inventory module, warehouse bin location IDs are set up in *Inventory Items* (10.250.00). See “Site ID” on page 210.
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