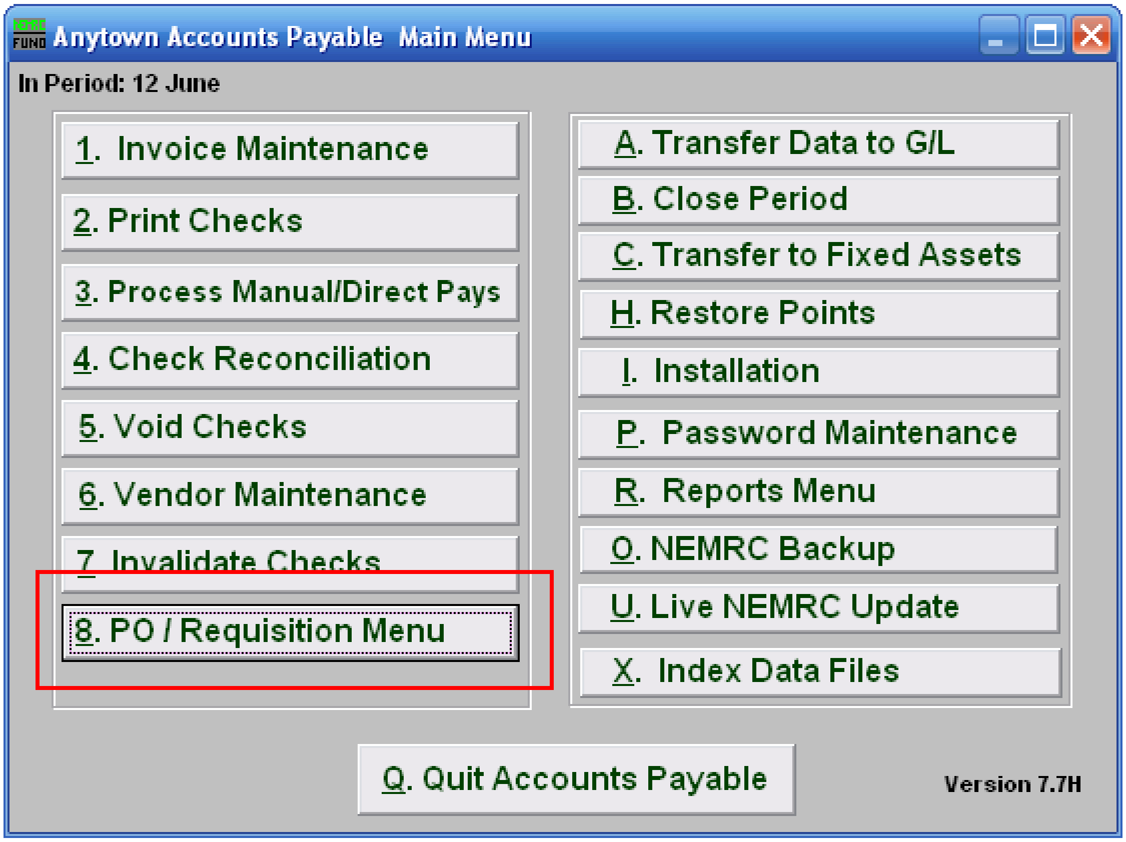
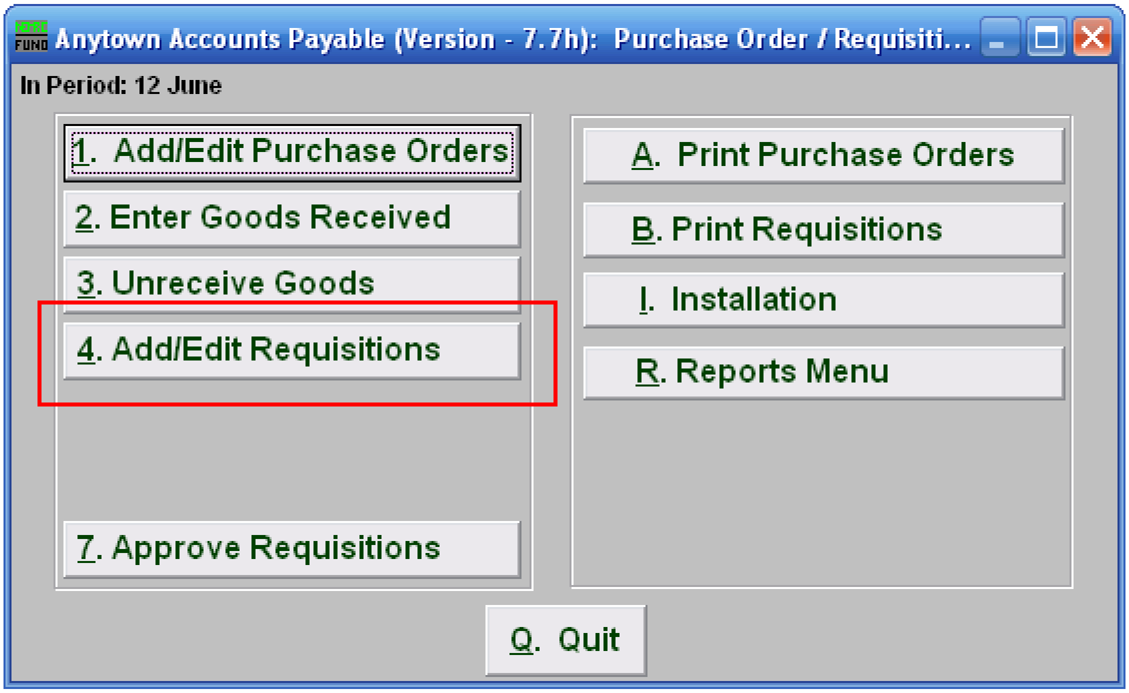
8. PO/Requisition Menu: 4. Add/Edit Requisitions

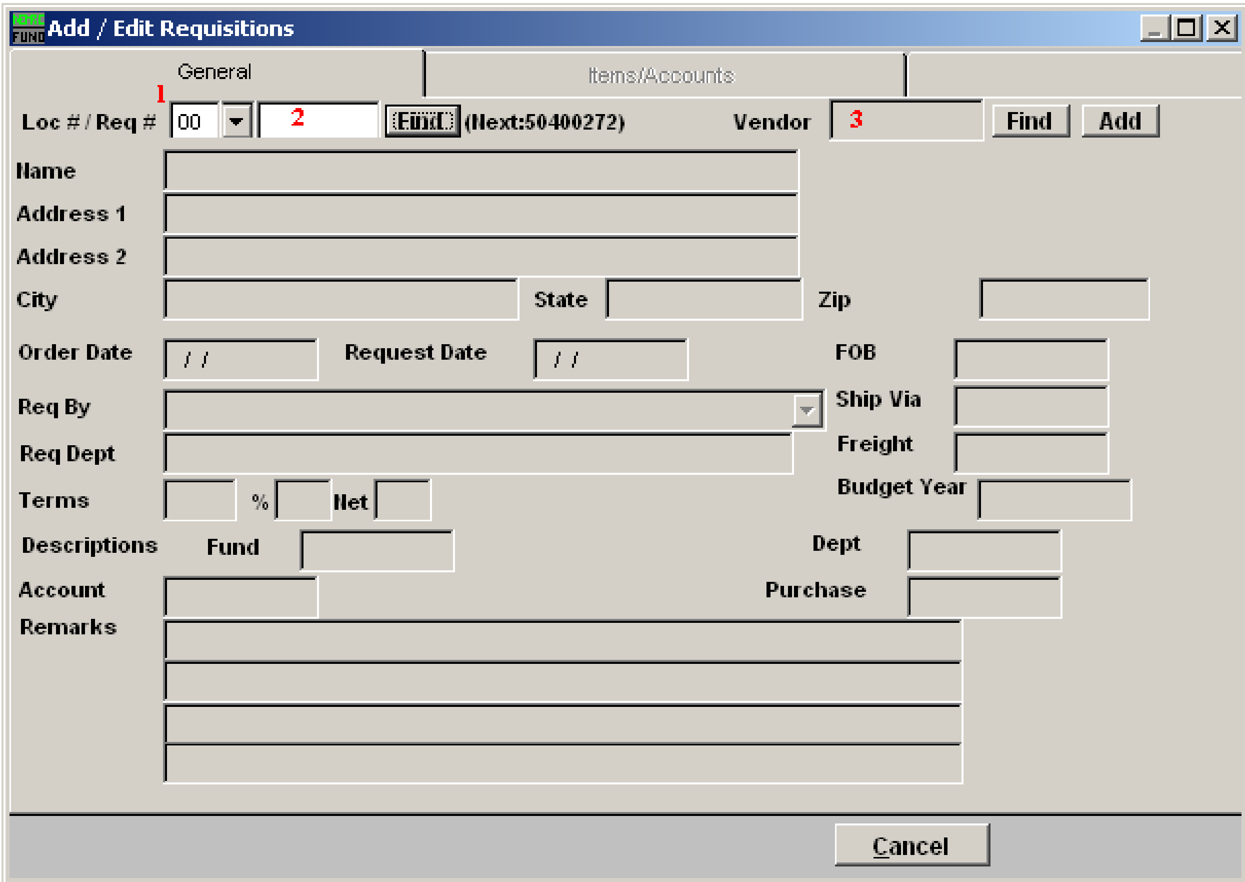


Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:



Click on "4. Add/Edit Requisitions" from the Reports Menu and the following window will appear:

Add/Edit Requisitions



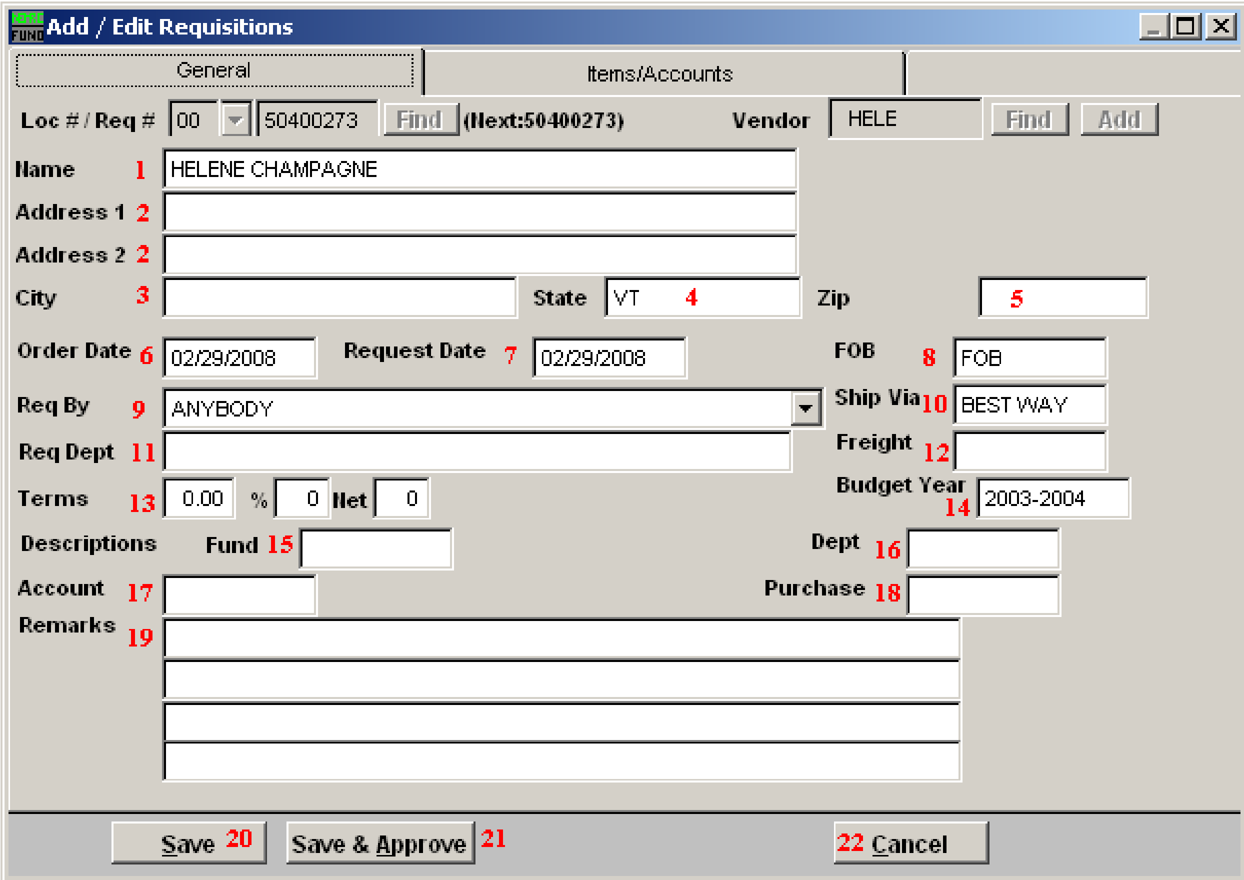
1. **Loc#:** Enter the location code for the requisition being processed. These codes are defined in "I. Installation" off the Purchase Orders/Requisitions Menu.

2. **Req#:** If you are creating a new requisition, type in the next number, and the following field will become available:

3. **Vendor:** Type in the Vendor code or click on "Find" and select from there.

The "General" tab

When you select the requisition you wish to edit, or select the vendor for a new requisition, the following fields become available:



1. **Name:** Enter the name of the vendor this Purchase Order is for.
2. **Address 1/2:** Enter the address where this Purchase Order should be sent.
3. **City:** Enter the City
4. **State:** Enter the State
5. **Zip:** Enter the Zip Code.
6. **Order Date:** Enter the date that this Purchase Order was ordered.
7. **Request Date:** Enter the date that this Purchase Order was requested.
8. **FOB:** Enter the freight on board value.
9. **Req By:** Enter who requested the purchase.

10. **Ship Via:** Enter the preferred carrier.

11. **Req Dept:** Enter the requesting department.

12. **Freight:** Enter the carrier if delivery must be by truck.

13. **Terms:** Enter the billing terms.

14. **Budget Year:** Enter the budget year for this order.

15. **Fund:** Enter the fund this purchase is to be paid from.

16. **Dept:** Enter the department this purchase is to be paid from.

17. **Account:** Enter the account this purchase is to be paid from.

18. **Purchase:** Enter the purchasing agent code,

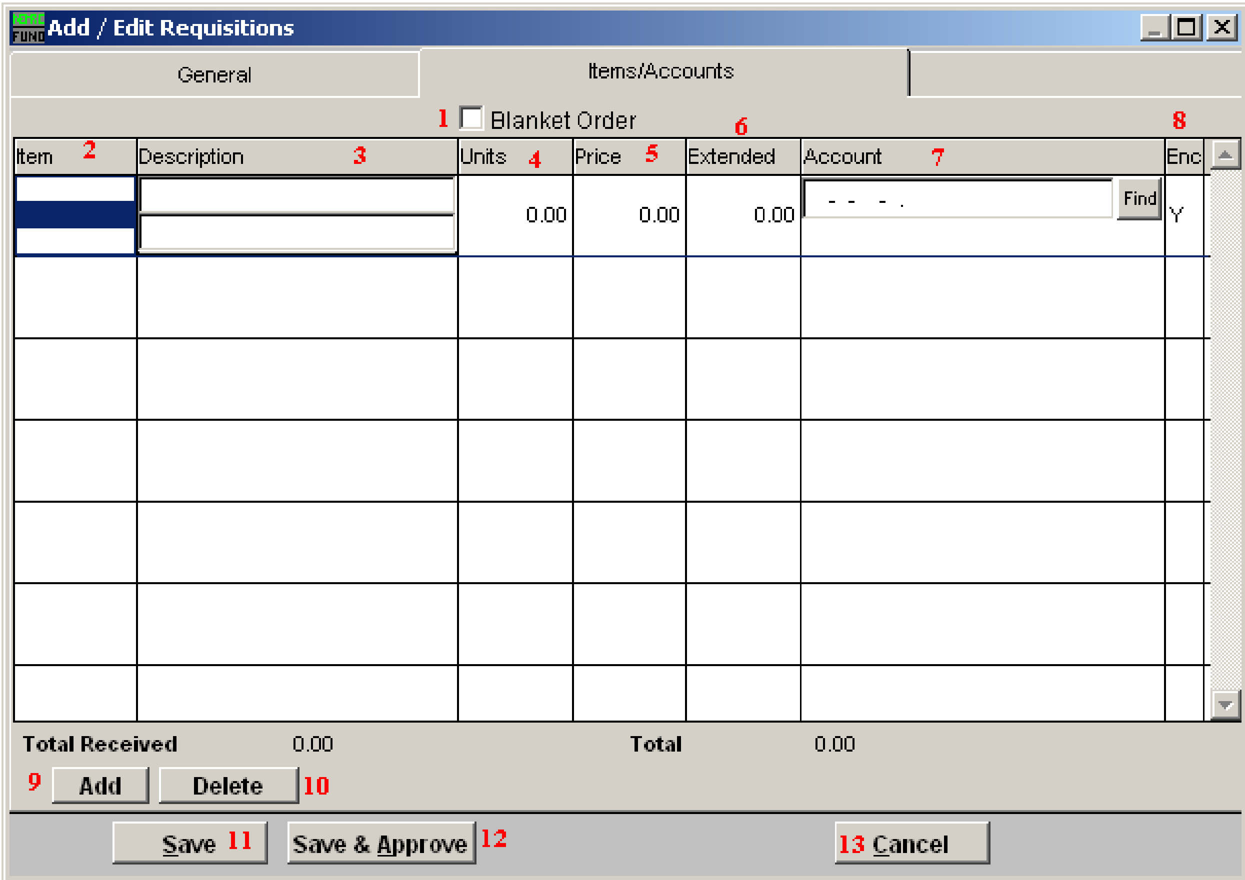
19. **Remarks:** Enter any remarks to note about this purchase order.

20. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

21. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual Purchase Order.

22. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

The “Items/Accounts” tab



1. **Blanket Order:** If you check this box off, the screen will change. Refer to the section below for more information.

2. **Item:** Enter the item number ordered.

3. **Description:** Enter the description of the item.

4. **Units:** Enter the number of units of each item.

5. **Price:** Enter the price per unit of each item.

6. **Extended:** This will display the total cost for all the units.

7. **Account:** The General Ledger fund account that this Requisition Order will be paid out of.

8. **Enc:** Enter a “Y” in this column to have the amount encumbered in the General Ledger, enter a “N” in this column to NOT have the amount encumbered in the General Ledger.

9. **Add:** Click "Add" to add a new item to the list.

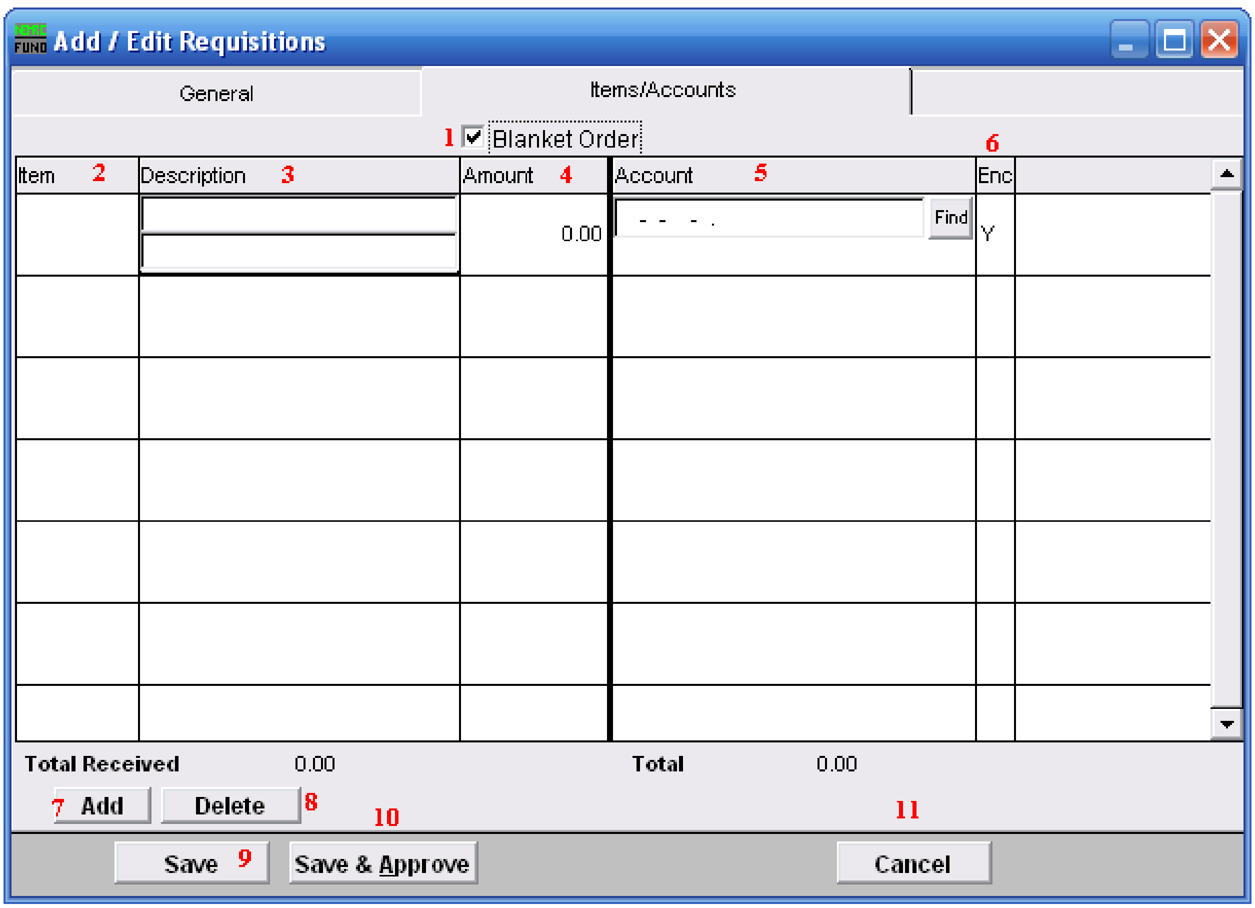
10. **Delete:** Click "Delete" to delete the selected item from the list.

11. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

12. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual purchase order.

13. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Blanket Order



1. **Blanket Order:** Check this box when the Requisition Order is used for tracking dollars committed with out item quantities.

2. **Item:** Enter the item number ordered.

3. **Description:** Enter the description of the item.

4. **Amount:** Enter the total amount committed to the reference account being used on this line.

5. **Account:** The General Ledger fund account that this Requisition Order will be paid out of.

6. **Enc:** Enter a "Y" in this column to have the amount encumbered in the General Ledger, enter a "N" in this column to NOT have the amount encumbered in the General Ledger.

7. **Add:** Click "Add" to add a new item to the list, and fill in the appropriate information.

8. **Delete:** Click "Delete" to delete a selected item from the list.

9. **Save:** Click this button to Save this Purchase Order.

10. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual purchase order.

11. **Cancel:** Click "Cancel" to cancel and return to the previous screen.