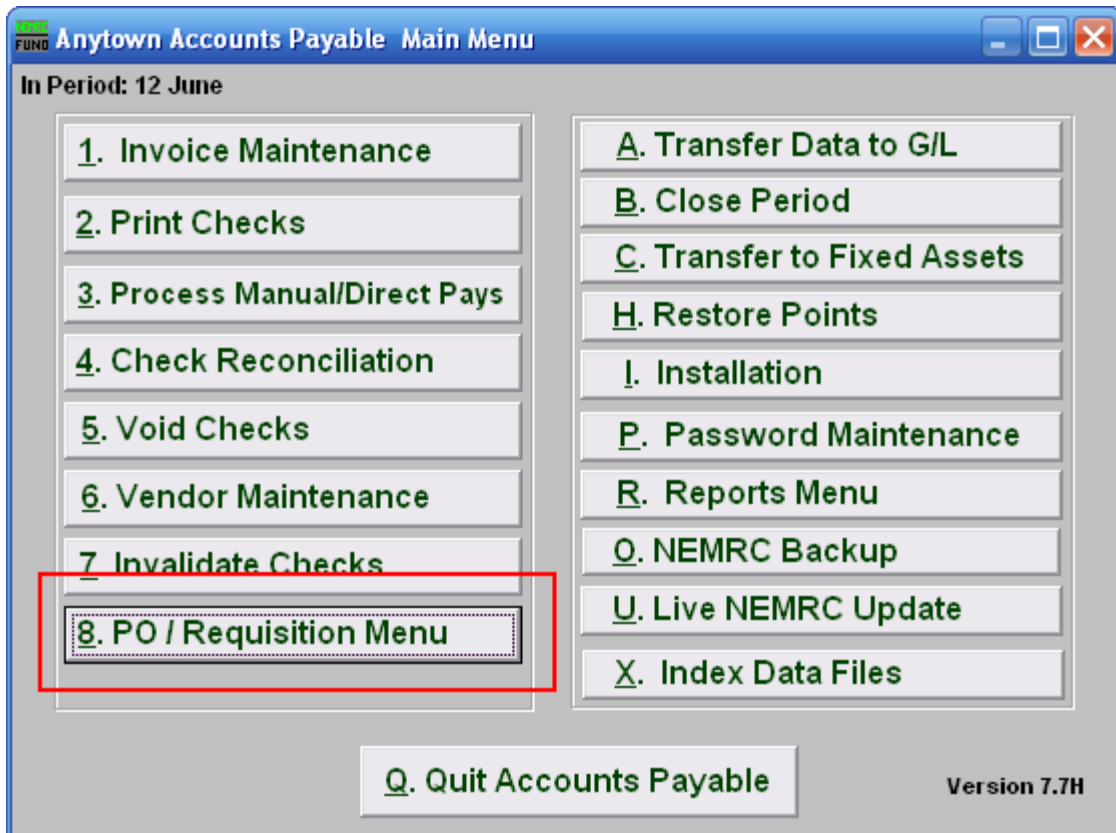


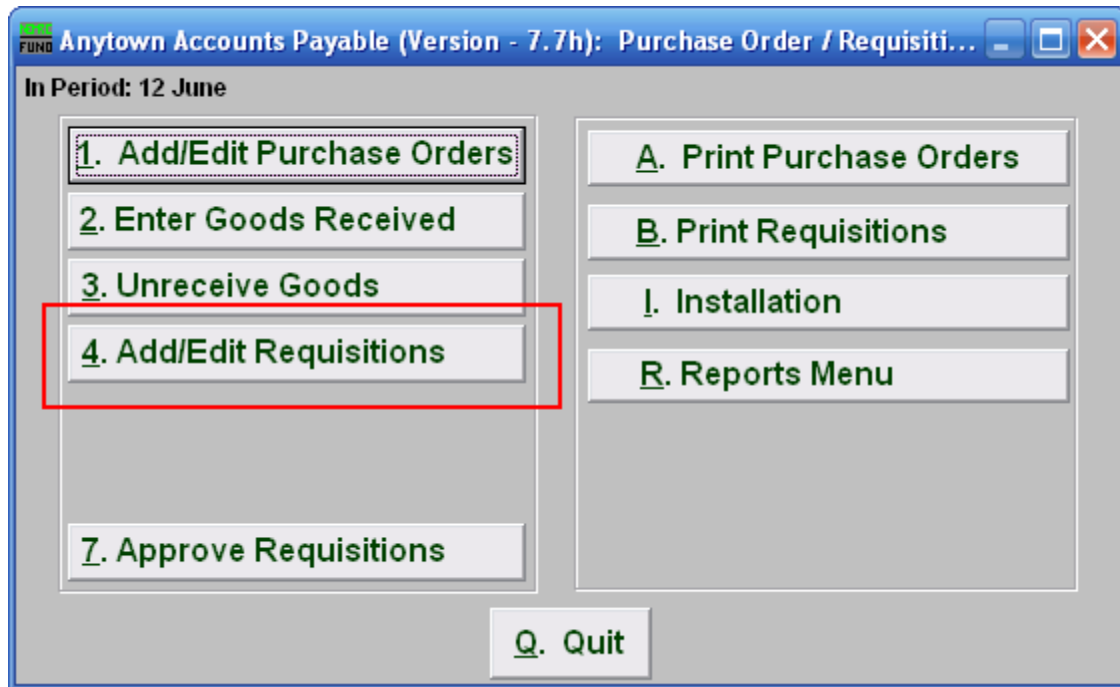
Accounts Payable

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



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

Accounts Payable



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

Accounts Payable

Add/Edit Requisitions

Add / Edit Requisitions

General Items/Accounts

Loc # / Req # **1** 00 **2** **Find** (Next:50400272) Vendor **3** Find Add

Name

Address 1

Address 2

City State Zip

Order Date Request Date FOB

Req By Ship Via

Req Dept Freight

Terms % Net Budget Year

Descriptions Fund Dept

Account Purchase

Remarks

Cancel

- 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.

Accounts Payable

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:

The screenshot shows the 'Add / Edit Requisitions' window with the 'General' tab selected. The window contains the following fields and controls:

- Loc # / Req #**: 00 (dropdown), 50400273 (text), Find (button), (Next:50400273) (text), Vendor (text), HELE (text), Find (button), Add (button).
- Name** 1: HELENE CHAMPAGNE
- Address 1** 2: [Empty text box]
- Address 2** 2: [Empty text box]
- City** 3: [Empty text box], **State** 4: VT, **Zip** 5: [Empty text box]
- Order Date** 6: 02/29/2008, **Request Date** 7: 02/29/2008, **FOB** 8: FOB, **Ship Via** 10: BEST WAY
- Req By** 9: ANYBODY (dropdown), **Freight** 12: [Empty text box]
- Req Dept** 11: [Empty text box], **Budget Year** 14: 2003-2004
- Terms** 13: 0.00 % 0 Net 0
- Descriptions** Fund 15: [Empty text box], **Dept** 16: [Empty text box]
- Account** 17: [Empty text box], **Purchase** 18: [Empty text box]
- Remarks** 19: [Empty text box]
- Buttons**: Save 20, Save & Approve 21, Cancel 22

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.

Accounts Payable

- 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.

Accounts Payable

The “Items/Accounts” tab

Add / Edit Requisitions

General | **Items/Accounts**

1 ☐ Blanket Order 6 8

Item 2	Description 3	Units 4	Price 5	Extended 6	Account 7	Enc 8
		0.00	0.00	0.00	Find	Y

Total Received 0.00 Total 0.00

9 Add Delete 10

Save 11 Save & Approve 12 13 Cancel

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.

Accounts Payable

- 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

The screenshot shows a software window titled "Add / Edit Requisitions" with a "FUND" tab. It has two main sections: "General" and "Items/Accounts".

In the "General" section, there is a checkbox labeled "Blanket Order" which is checked. This checkbox is labeled with a red "1".

The "Items/Accounts" section contains a table with the following columns: "Item" (labeled with a red "2"), "Description" (labeled with a red "3"), "Amount" (labeled with a red "4"), "Account" (labeled with a red "5"), and "Enc" (labeled with a red "6").

The first row of the table has the following values: "Item" is empty, "Description" is empty, "Amount" is "0.00", "Account" is "-- --", and "Enc" is "Y". There is a "Find" button next to the "Account" field.

Below the table, there are two summary rows: "Total Received" with a value of "0.00" and "Total" with a value of "0.00".

At the bottom of the window, there are several buttons: "Add" (labeled with a red "7"), "Delete" (labeled with a red "8"), "Save" (labeled with a red "9"), "Save & Approve" (labeled with a red "10"), and "Cancel" (labeled with a red "11").

- 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.

Accounts Payable

- 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.