



Business Process Document
PS FIN Purchasing: Entering Requisition Schedule Information

Department	
Responsibility/Role	
File Name	Entering Requisition Schedule Information_BUSPROC.doc
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Entering Requisition Schedule Information

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Business Process Document

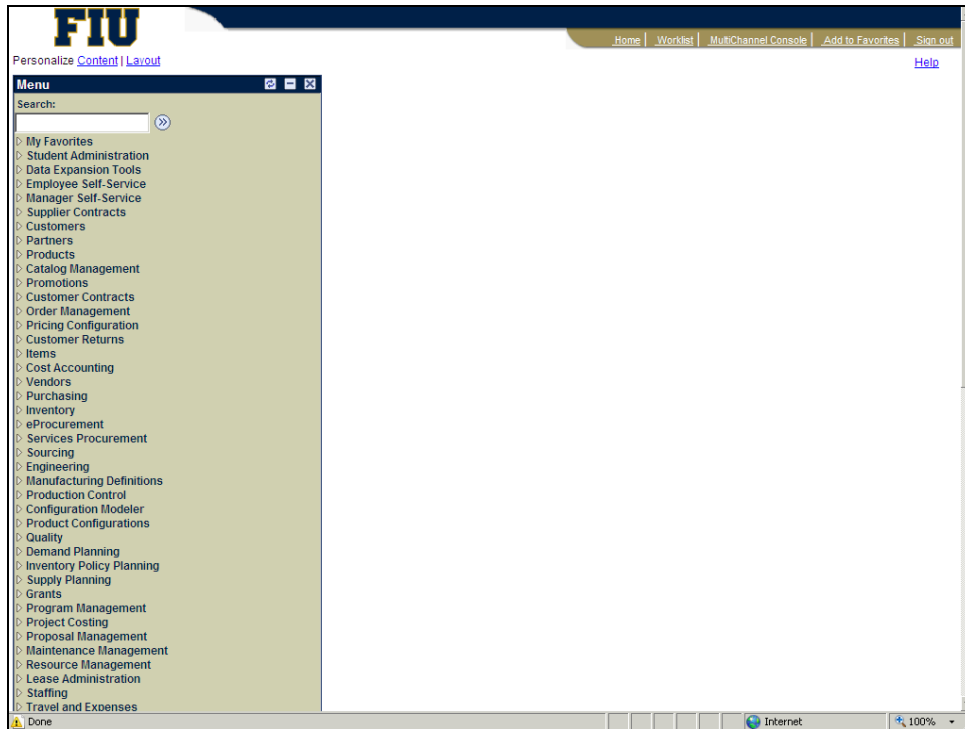
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Procedure

After selecting the items and specifying the quantity, you can specify shipping schedules for each line and define distributions for each schedule. This is done on the Schedule Page.

In this topic, you will specify a different ship to location, and due date for an item in a requisition.



Step	Action
1.	Click the Purchasing link. 



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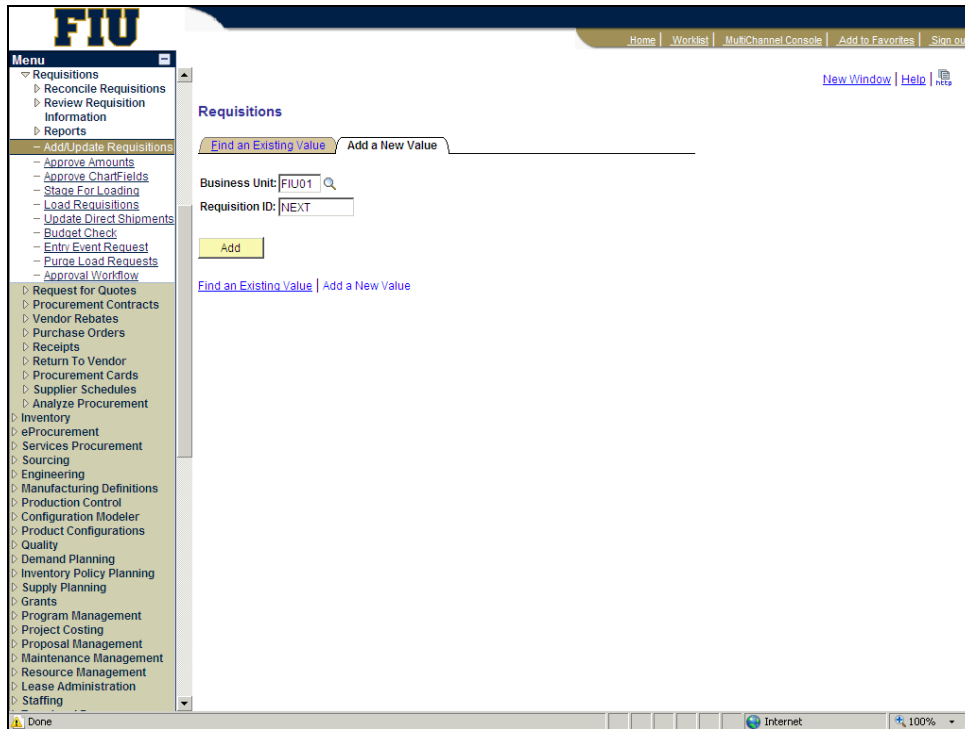
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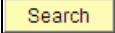
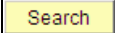
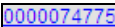


Step	Action
2.	Click the Requisitions link. Requisitions
3.	Click the Add/Update Requisitions link. Add/Update Requisitions

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Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Search button. 
6.	Click the Search button. 
7.	Click an entry in the Requisition ID column. 



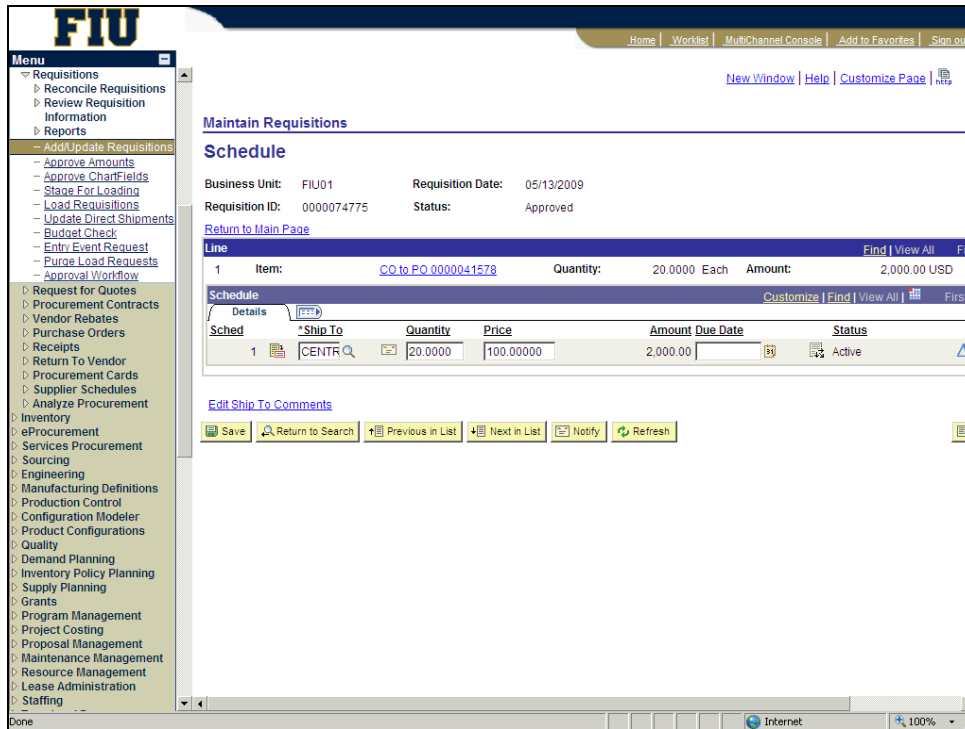
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Step	Action
8.	Click the Horizontal scrollbar.
9.	Click the Schedule... button. 

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Step	Action
10.	Click the Distribution button. 
11.	You will be shown how to distribute this requisition by both the quantity and amount. Regardless of which one you choose, the steps to save the requisition will be the same.
12.	For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP



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Maintain Requisitions

Distribution

Requisition ID: 0000074775 Item: [CQ to PO 0000041578](#)

Line: 1 Status: Active

Schedule: 1

Ship To: CENTRL REC Central Re Quantity: 20.0000 EA

*Distribute by: Quantity Open Quantity: 20.0000

Amount: 2.000.00 USD


SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information (F11)

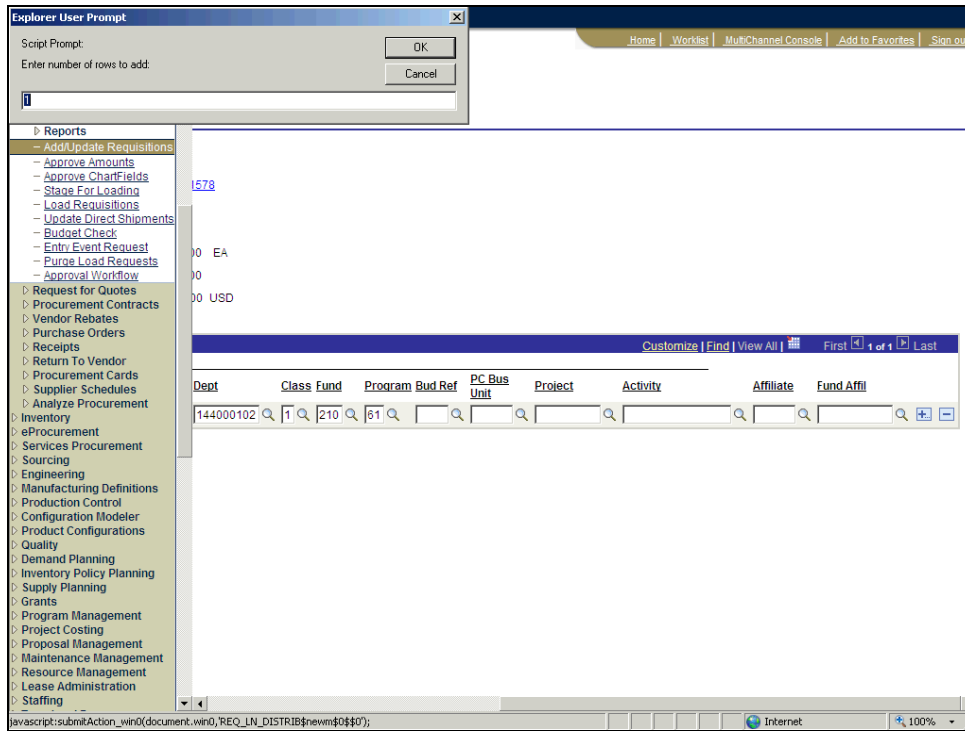
Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PA	UP
1	Open	100.0000	20.0000	2.000.00	FIU01	721404	72100	144000102	1	210	61			

OK Cancel Refresh

Step	Action
13.	Click the Horizontal scrollbar.
14.	Click the Add multiple new rows at row 1 (Alt+7) button. 

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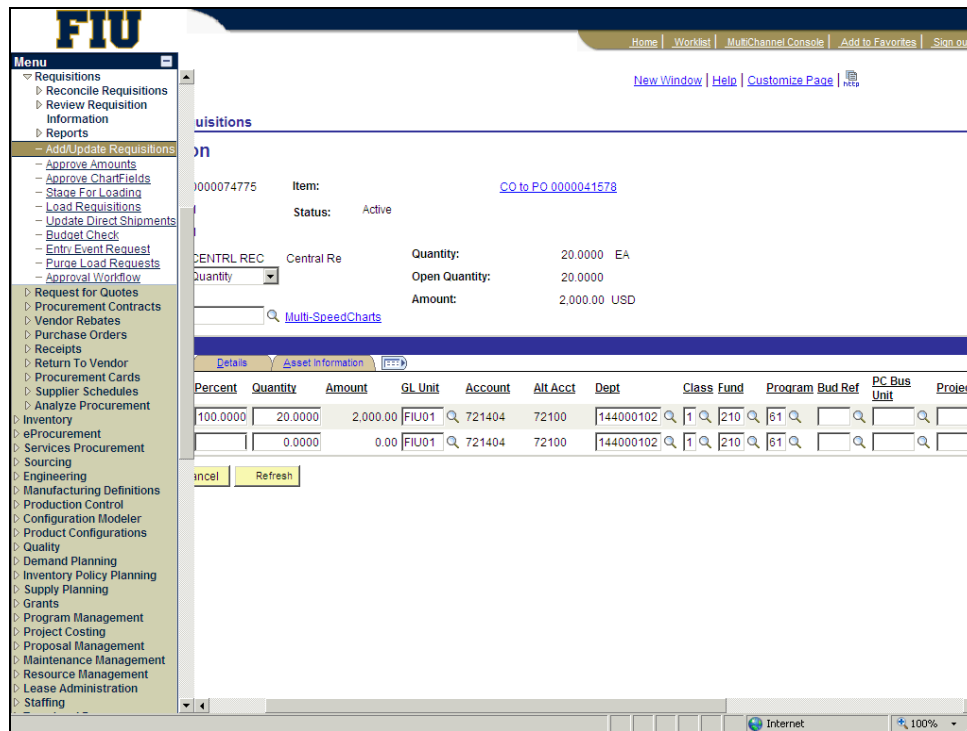
Step	Action
15.	Click the OK button.


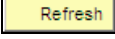

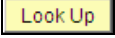
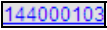
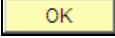




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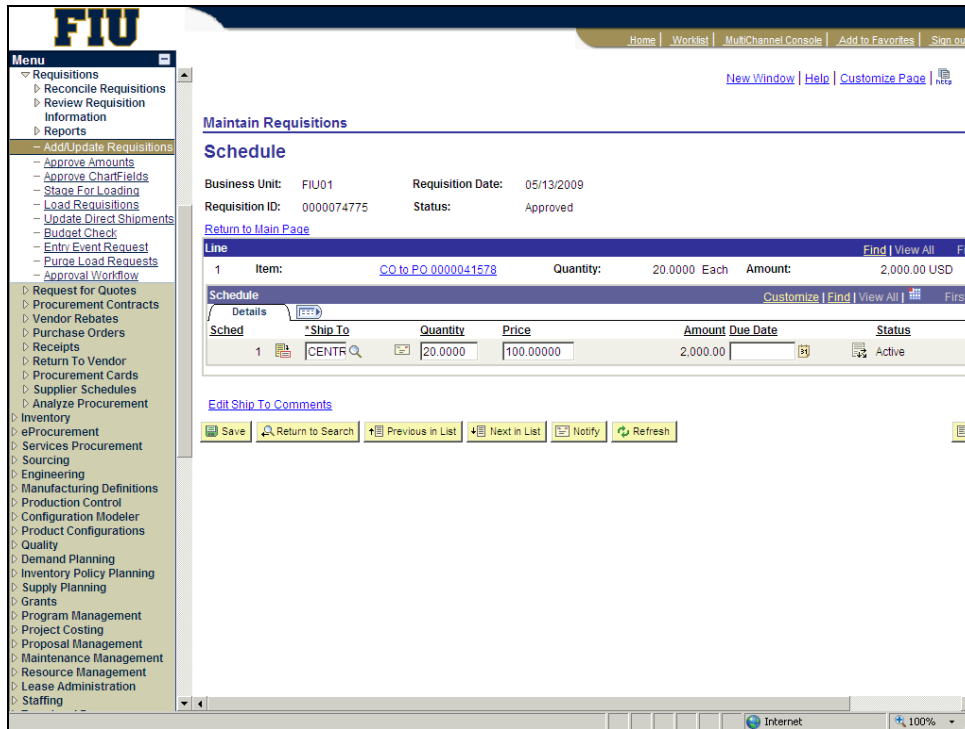
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



Step	Action
16.	Click the Horizontal scrollbar.
17.	Enter the desired information into the Quantity field. Enter " 10.0 ".
18.	Click the Refresh button to update the Percent field. 
19.	Enter the desired information into the Quantity field. Enter " 10.0 ".
20.	Click the Refresh button to update the Percent field. 
21.	Click the Dept button to search for a different department to distribute the cost to. 
22.	Enter the desired information into the Department field. Enter " 144000103 ".
23.	Click the Look Up button. 
24.	Click an entry in the Department column. 
25.	Click the OK button. 

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Step	Action
26.	Click the Save button. 
27.	You will now be shown how to distribute by Amount.
28.	Click the Distribution button. 



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Maintain Requisitions

Distribution

Requisition ID: 0000074775 Item: [CQ to PO 0000041578](#)

Line: 1 Status: Active

Schedule: 1

Ship To: CENTRL REC Central Re Quantity: 20.0000 EA

*Distribute by: Quantity Open Quantity: 20.0000

Amount: 2.000.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information (F11)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PK	UP
1	Open	100.0000	20.0000	2.000.00	FIU01	721404	72100	144000102	1	210	61			

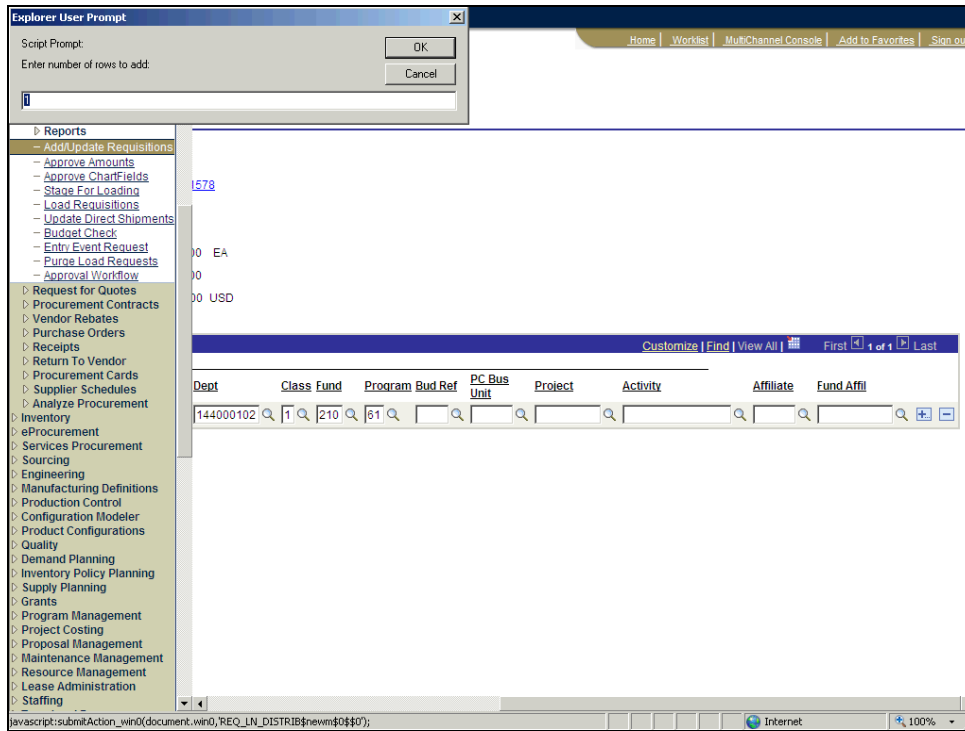
OK Cancel Refresh

Step	Action
29.	Click the Horizontal scrollbar.
30.	Click the Add multiple new rows at row 1 (Alt+7) button.



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Step	Action
31.	Click the OK button.





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The screenshot shows the FIU purchasing system interface. On the left is a navigation menu with categories like Requisitions, Reports, Request for Quotes, and Procurement Contracts. The main area displays requisition details for item 0000074775, including its status (Active) and a link to a purchase order (CQ to PO 0000041578). Below this, there are summary statistics for quantity and amount. At the bottom, a table shows requisition schedule information with columns for Percent, Quantity, Amount, GL Unit, Account, Alt Acct, Dept, Class, Fund, Program, Bud Ref, PC Bus Unit, and Project.

Percent	Quantity	Amount	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Bus Unit	Project
100.0000	20.0000	2,000.00	FIU01	721404	72100	144000102	1	210	81			
	0.0000	0.00	FIU01	721404	72100	144000102	1	210	81			

Step	Action
32.	Click the Horizontal scrollbar.
33.	Click the Distribute by list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Quantity</div>

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FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Requisitions
 - Reconcile Requisitions
 - Review Requisition Information
 - Reports
 - Add/Update Requisitions
 - Approve Amounts
 - Approve ChartFields
 - Stage For Loading
 - Load Requisitions
 - Update Direct Shipments
 - Budget Check
 - Entry Event Request
 - Purge Load Requests
 - Approval Workflow
 - Request for Quotes
 - Procurement Contracts
 - Vendor Rebates
 - Purchase Orders
 - Receipts
 - Return To Vendor
 - Procurement Cards
 - Supplier Schedules
 - Analyze Procurement
 - Inventory
 - eProcurement
 - Services Procurement
 - Sourcing
 - Engineering
 - Manufacturing Definitions
 - Production Control
 - Configuration Modeler
 - Product Configurations
 - Quality
 - Demand Planning
 - Inventory Policy Planning
 - Supply Planning
 - Grants
 - Program Management
 - Project Costing
 - Proposal Management
 - Maintenance Management
 - Resource Management
 - Lease Administration
 - Staffing

Maintain Requisitions

Distribution

Requisition ID: 0000074775 Item: [CQ to PO 0000041578](#)

Line: 1 Status: Active

Schedule: 1

Ship To: CENTRL REC Central Re Quantity: 20.0000 EA

*Distribute by: Quantity Open Quantity: 20.0000

Amount Amount: 2.000.00 USD

Quantity [Multi-SpeedCharts](#)

SpeedChart:

Distributions

Chartfields Details Asset Information (F11)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Alt Acct	Dept	Class	Fund	Program	Bud	Ref	PA
1	Open	100.0000	20.0000	2.000.00	FIU01	721404	72100	144000102	1	210	61			
2	Open		0.0000	0.00	FIU01	721404	72100	144000102	1	210	61			

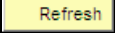
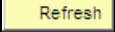



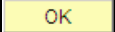
OK Cancel Refresh

Step	Action
34.	Click the Amount list item.
	<input type="text" value="Amount"/>



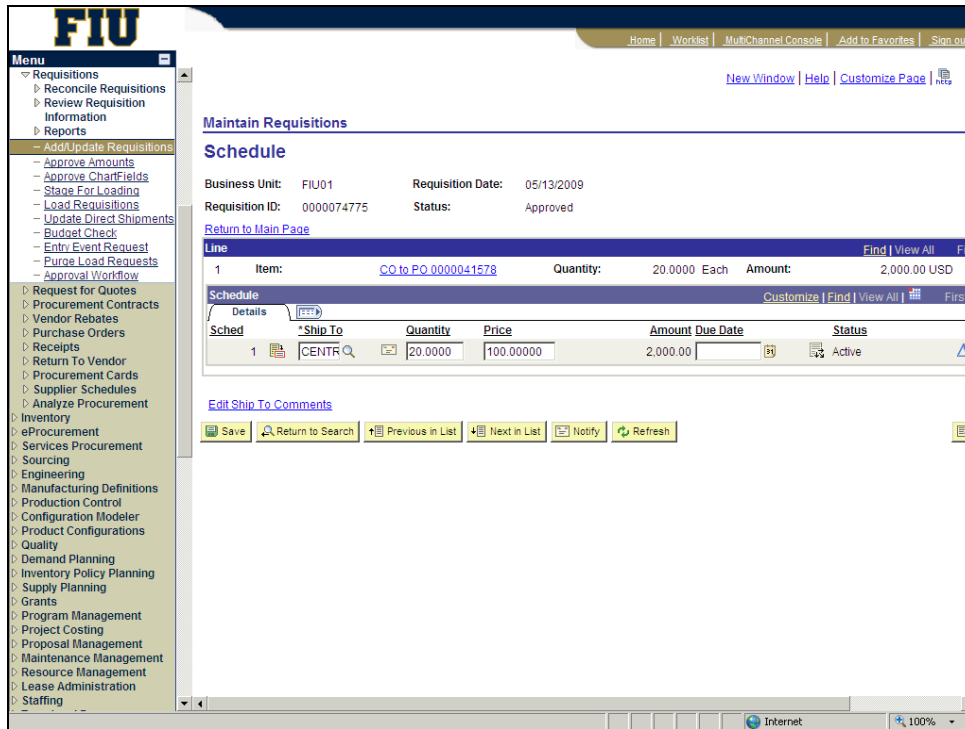
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
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Step	Action
35.	Enter the desired information into the Amount field. Enter " 1000.00 ".
36.	Click the Refresh button to update the Percent field. 
37.	Enter the desired information into the Amount field. Enter " 1000.00 ".
38.	Click the Refresh button to update the Percent field. 
39.	Click the Dept button. 
40.	Enter the desired information into the Department field. Enter " 144000103 ".
41.	Click the Look Up button. 
42.	Click an entry in the Department column. 
43.	Click the OK button. 

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Step	Action
44.	Click the Save button. 
45.	Congratulations! You have successfully updated distribution fields on a requisition. End of Procedure.