


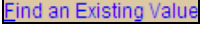
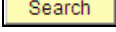
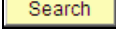




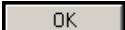
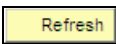
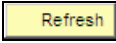


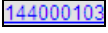
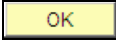





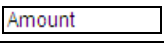
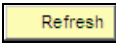


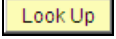
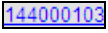
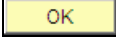



## Entering Requisition Schedule Information

1.	Click the <b>Purchasing</b> link. 
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Add/Update Requisitions</b> link. 
4.	Click the <b>Find an Existing Value</b> tab. 
5.	Click the <b>Search</b> button. 
6.	Click the <b>Search</b> button. 
7.	Click an entry in the <b>Requisition ID</b> column. 
8.	Click the <b>Horizontal</b> scrollbar.
9.	Click the <b>Schedule...</b> button. 
10.	Click the <b>Distribution</b> 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 <b>Contracts &amp; Grants</b> project IDs, the following fields must be populated:  <b>Department</b> (Organizational Department ID) <b>Class</b> <b>Fund Code</b> <b>PC Bus Unit:</b> Enter 'FSR01' <b>Project</b> <b>Activity:</b> 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
13.	Click the <b>Horizontal</b> scrollbar.
14.	Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button. 
15.	Click the <b>OK</b> button. 

16.	Click the <b>Horizontal</b> scrollbar.
17.	Enter the desired information into the <b>Quantity</b> field. Enter a valid value e.g. "10.0".
18.	Click the <b>Refresh</b> button to update the Percent field. 
19.	Enter the desired information into the <b>Quantity</b> field. Enter a valid value e.g. "10.0".
20.	Click the <b>Refresh</b> button to update the Percent field. 
21.	Click the <b>Dept</b> button to search for a different department to distribute the cost to. 
22.	Enter the desired information into the <b>Department</b> field. Enter a valid value e.g. "144000103".
23.	Click the <b>Look Up</b> button. 
24.	Click an entry in the <b>Department</b> column. 
25.	Click the <b>OK</b> button. 
26.	Click the <b>Save</b> button. 
27.	You will now be shown how to distribute by Amount.
28.	Click the <b>Distribution</b> button. 
29.	Click the <b>Horizontal</b> scrollbar.
30.	Click the <b>Add multiple new rows at row 1 (Alt+7)</b> button. 
31.	Click the <b>OK</b> button. 
32.	Click the <b>Horizontal</b> scrollbar.
33.	Click the <b>Distribute by</b> list. 
34.	Click the <b>Amount</b> list item. 
35.	Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g. "1000.00".
36.	Click the <b>Refresh</b> button to update the Percent field. 
37.	Enter the desired information into the <b>Amount</b> field. Enter a valid value e.g. "1000.00".

---

38.	Click the <b>Refresh</b> button to update the Percent field. 
39.	Click the <b>Dept</b> button. 
40.	Enter the desired information into the <b>Department</b> field. Enter a valid value e.g. " <b>144000103</b> ".
41.	Click the <b>Look Up</b> button. 
42.	Click an entry in the <b>Department</b> column. 
43.	Click the <b>OK</b> button. 
44.	Click the <b>Save</b> button. 
45.	Congratulations! You have successfully updated distribution fields on a requisition. <b>End of Procedure.</b>