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Creating a Requisition

Concept

A **Requisition** is structured in MaineStreet to aid in the entry of requisitions. The structure combined with the default hierarchy speeds up the process of entering data to create a requisition.

Requisitions consist of four basic elements: **headers, lines, schedules, and distributions**. Each requisition has one header, which can have multiple lines. Each line can have multiple schedules, and each schedule can have multiple distributions. The schedule defines where you want the line items delivered. The distribution defines internal information for the schedule, such as the way in which accounts and departments should be charged for the purchase and the total price each department should pay.

A Requisition in MaineStreet Purchasing can have one of five different statuses during its life cycle: *Approved, Canceled, Complete, Open, and Pending Approval*.

The Requisition page enables you to determine the defaults to use for creating requisitions. This page also enables you to enter line descriptions, modify lines as needed, and establish schedules and distributions (delivery and internal accounting information).

Defaults: Many of the fields will default for you and may or may not allow you to change them. Defaults can be general in nature, such as *Requisition Date, Accounting Date, PO type, and Distribute By*; others are campus specific, such as *Business Unit*; while others are user specific, such as *EMPLID, Ship To, and Distribution (Chartfield Combination)*. Most fields can be changed to reflect the needs of the particular Requisition.

Requisition Defaults Page: The Requisition Defaults page allows you to enter information once if it should apply to the entire requisition. For example: If the requisition contains multiple lines and the *Unit of Measure* for each line is *EA.*, you can enter *EA* on the Requisition Defaults Page and it will default to the *Unit of Measure* field for all lines. Likewise, you can enter distribution information and it will default to the distribution fields for all lines.

NOTE: All fields may be changed at the *Line Level* after the fact. So, for example, if you had 5 items and they all went to one distribution except one, enter the distribution for the majority in the header. Then you only have to change the one exception.


It is recommended practice that you find your **Vendor ID** and **Location** information before you navigate to the Requisition page. Refer to the *Vendor Inquiry for Requisitioners* topic/documentation for instructions. This topic covers how to enter a Requisition and Requisition Defaults.

Please refer to: <http://www.maine.edu/pdf/VendorInquiryForRequisitioners.pdf>

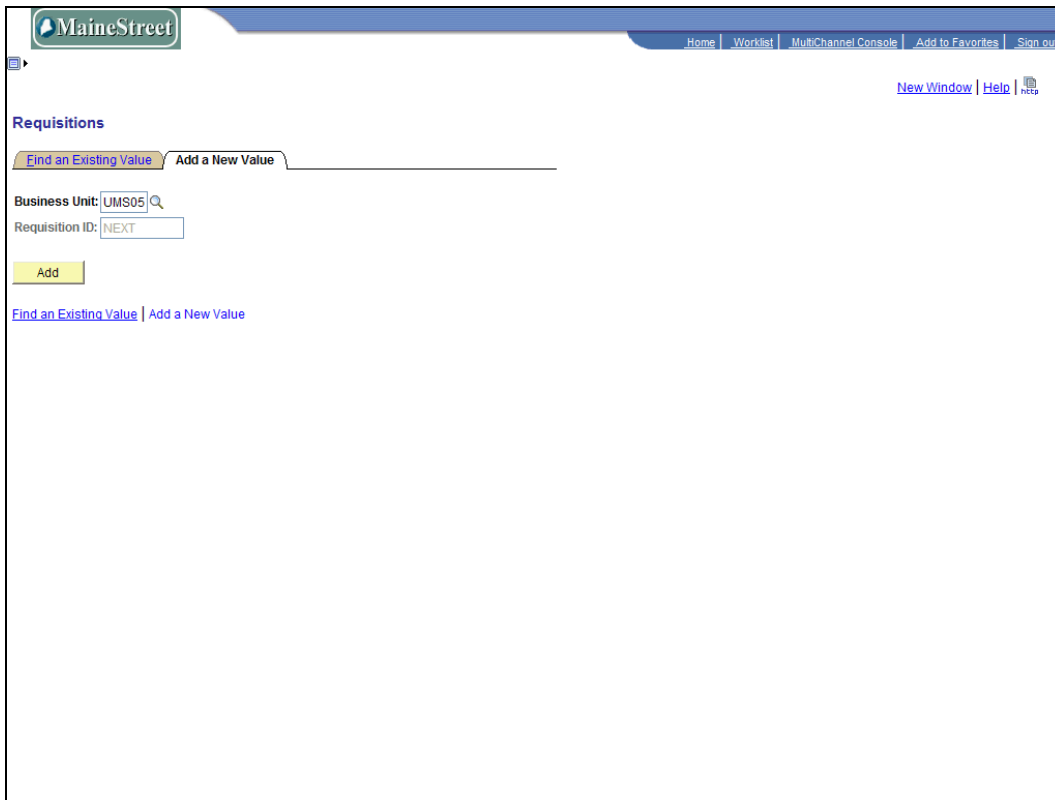



Navigation



Step	Action
1.	From the Financials menu, click the Purchasing link. 
2.	Click the Requisitions link.
3.	Click the <u>Add/Update Requisitions</u> link.

Procedure



Step	Action
4.	<p>On the Requisitions page, make certain the <i>Add a New Value</i> tab is selected.</p> <p>Click the Add button.</p> 

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Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
Requisition ID: NEXT Budget Status: Not Chk'd
[Copy From](#) Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
Origin: ONL On-line entry [Requisition Activities](#)
*Currency Code: USD Dollar

Accounting Date: 08/06/2008

Amount Summary

Total Amount: 0.00 USD

Line

Customize | Find | View All | First | 1 of 1 | Last

Details | Ship To/Due Date | Status | Vendor Information | Item Information | Attributes | Contract | Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1			0.0000			0	0.00	Pending

*Go to: ...More...

Save | Notify | Refresh Add | Update/Display

NOTE: Users may customize screens in MaineStreet. The University has provided 2 customized views of the Requisition screen to make creating basic/simple requisitions easier. For information on customizing your requisition screen see “*Customizing Screens in MaineStreet*”.



Step	Action
5.	<p>Use the Requisition page to create requisitions online. Using this page, you can enter item information, modify lines as needed, establish schedules and distributions, and define delivery and accounting information. The following fields and links appear in the Header section of the page:</p> <p>Requester: Displays the ID of the person logged into the system and entering the requisition.</p> <p>Requisition Date: Defaults to the current system date.</p> <p>Origin: Provides information about the origin of the requisition. ONL means the requisition is being generated online.</p> <p>Currency Code: Displays the requisition transaction currency.</p> <p>Accounting Date: Determines the open period or allowable open date range for budget checking a requisition.</p> <p>Requisition Defaults: Where you can enter defaults that apply to the entire requisition. You can override defaults at the line, schedule, and distribution levels.</p> <p>Add Comments: This link takes you to the Header Comments page where you can enter comments for the transaction. You can enter a unique comment or select from predefined standard comments.</p> <p>Click the <u>Requisition Defaults</u> link to specify the defaults applicable to the requisition.</p>

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The screenshot shows the 'Maintain Requisitions' interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main heading is 'Maintain Requisitions' with a sub-heading 'Requisition Defaults'. Below this, there are several sections:

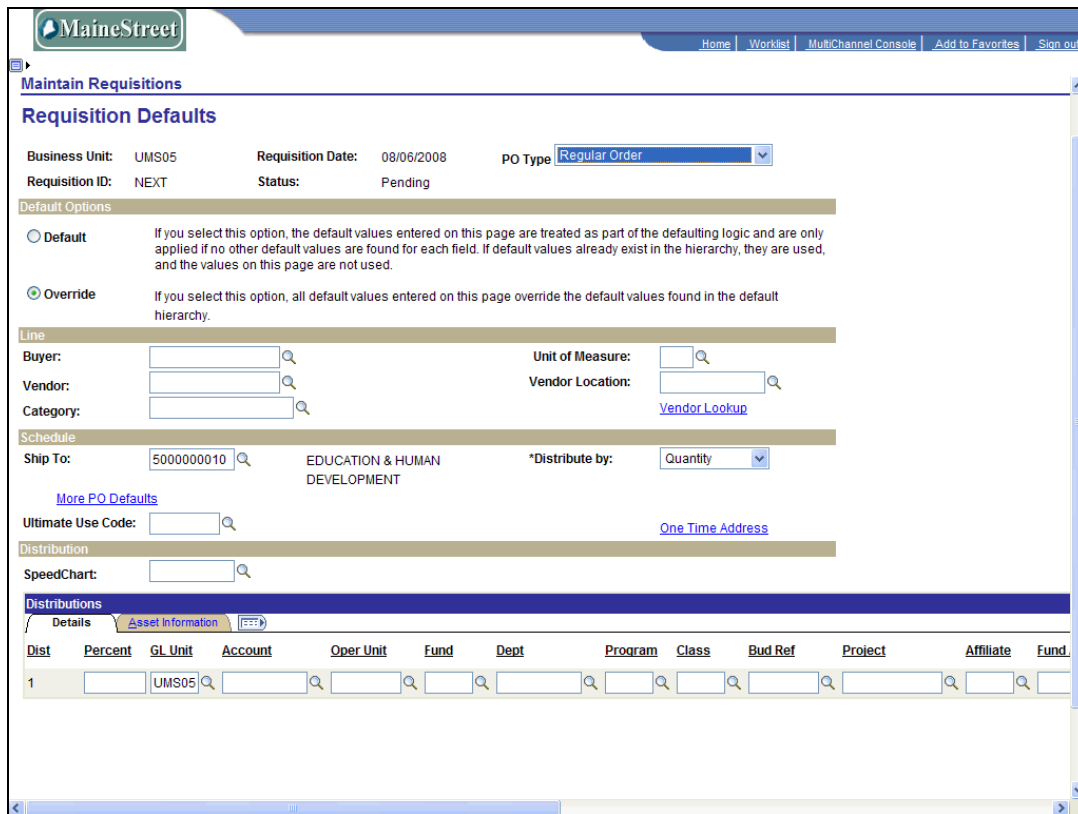
- Business Unit:** UMS05
- Requisition Date:** 08/06/2008
- Requisition ID:** NEXT
- Status:** Pending
- PO Type:** Regular Order (highlighted with a red box)

Below these are 'Default Options' with radio buttons for 'Default' and 'Override'. The 'Line' section includes fields for Buyer, Vendor, Category, Unit of Measure, and Vendor Location. The 'Schedule' section includes Ship To (5000000010), EDUCATION & HUMAN DEVELOPMENT, and *Distribute by (Quantity). There are also links for 'More PO Defaults' and 'One Time Address'. The 'Distribution' section includes a SpeedChart field. At the bottom, there is a 'Distributions' table with columns: Dist, Percent, GL Unit, Account, Oper Unit, Fund, Dept, Program, Class, Bud Ref, Project, Affiliate, and Fund. The first row shows '1' in the Dist column and 'UMS05' in the GL Unit column.

Step	Action
6.	<p>On the Requisition Defaults page, the first step is to look up and select the appropriate Purchase Order (PO) Type. PO Type is a required field that categorizes the type of procurement being made. The PO TYPE must match the specific procurement type. Also see PO Type Chart for information on Header Comments, Hard Copy PO, and Receiving that is associated with each PO Type.</p> <p>Click the PO Type drop-down arrow.</p>

 Please refer to: <http://www.maine.edu/pdf/PurchaseOrderTypes.pdf>

Step	Action
7.	<p>For this example, we will click on Regular Order to select it.</p> <p><input type="text" value="Regular Order"/></p>



Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order
 Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: Unit of Measure:
 Vendor: Vendor Location: [Vendor Lookup](#)
 Category:

Schedule

Ship To: EDUCATION & HUMAN DEVELOPMENT *Distribute by:

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund.
1	<input type="text"/>	UMS05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action
8.	<p>On the remainder of the Requisition Defaults page, enter defaults that you wish to apply to the entire requisition. You can override defaults at the <i>line</i>, <i>schedule</i>, and <i>distribution</i> levels.</p> <p>In the Default Options section of the page, if you select the Default option, the new default value/s you enter are assigned only if no other value/s are assigned from system defaults. If you select the Override option, the new value/s override any value/s assigned from system defaults.</p> <p>NOTE: Most of the time Override is what you need. Be careful when changing this to Default because whatever you enter here will be overwritten by the system defaults.</p> <p>In the Line section of the page, enter your EmplID into the Buyer field.</p>

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: Vendor: Vendor Location: Category: [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart: [One Time Address](#)

Distributions

Details Asset Information (FEE)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action
9.	Enter the Vendor ID in the <i>Vendor</i> field.
10.	Enter MISC in the <i>Category</i> field. Note: This is the only category used by UMS at this time.
11.	Use the <i>Unit of Measure</i> field to enter a default unit of measure for the Requisition.



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Step	Action
12.	<p>Enter the location code for your campus in the <i>Vendor Location</i> field.</p> <p>Note: For additional information on looking up Vendor/Location information, refer to the Vendor Inquiry for Requisitioners UPK Player topic and process document.</p>

Please refer to: <http://www.maine.edu/system/mainstreet/documents/VendorInquiryforRequisitioners.doc>



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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: EA

Vendor: 0000016713 Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

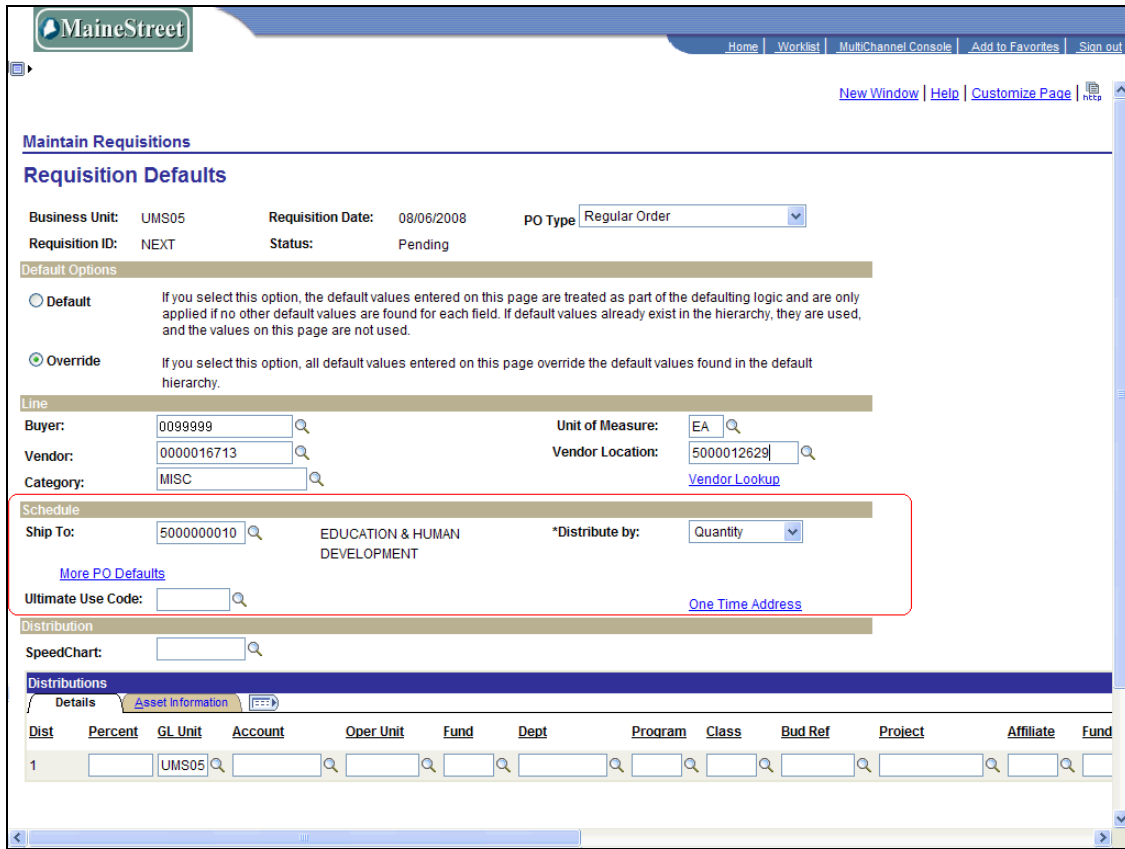
SpeedChart:

Distributions

Details Asset Information

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action
13.	<p>In the <i>Schedule</i> section of the page, use the <i>Ship To</i> field to enter/change the University location to which the vendor will ship the order. Normally, your usual location will default for you.</p> <p>Use the <i>Distribute by</i> drop-down list to select how you want to distribute the cost. Your choices are either Amount or Quantity. Note: Do not select the Percent option here. Although it is possible to distribute by percent (see below), the system won't let you select it in the drop down menu here.</p> <p>Distribute by Quantity or Percent: You can set up multiple distribution lines and then enter the percentage or quantity for each distribution in the Distribution Details. The sum of the line distribution percentages must equal 100 percent.</p> <p>Distribute by Amount: You will not be able to enter the amounts on this page but you will at the <i>Line</i> Level.</p>



The screenshot shows the 'Maintain Requisitions' page in the MaineStreet system. The 'Requisition Defaults' section is active, displaying various fields for requisition configuration. A red rectangular box highlights the 'Schedule' section, which includes the following fields:

- Ship To:** 5000000010 (with a search icon)
- EDUCATION & HUMAN DEVELOPMENT**
- *Distribute by:** Quantity (with a drop-down arrow)
- Ultimate Use Code:** (with a search icon)
- [One Time Address](#) (link)

Other visible fields include Business Unit (UMS05), Requisition Date (08/06/2008), PO Type (Regular Order), Requisition ID (NEXT), Status (Pending), and various default options (Default/Override). A table at the bottom shows a single distribution line with columns for Dist, Percent, GL Unit, Account, Oper Unit, Fund, Dept, Program, Class, Bud Ref, Project, Affiliate, and Fund.

Step	Action
14.	Click the <i>Distribute by</i> drop-down arrow.
15.	Click on Quantity to select it.

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Unit of Measure: EA

Vendor: 0000016743 Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions


Details Asset Information (FEF)


Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action
16.	Select the More PO Defaults link to enter defaults for the Requisition Header. More PO Defaults






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Requisition Header Defaults

Billing Location:  **Payment Terms ID:**  Due in 30 days


Dispatch **Dispatch Method:** 

Amount Only **Receiving Required**

Freight Terms Code:  **Ship Via Code:** 


When the dispatch method on the PO is set to print, the employee named below will receive a pdf file containing the actual PO for printing and sending to the vendor. You can change the employee to whom the pdf file is sent by selecting another name using the prompt. Click OK when done.

Note: If the PO Type is Prepaid, the pdf file is sent to the user for your campus who is responsible for getting the check cut that needs to go with the order. This name cannot be changed.

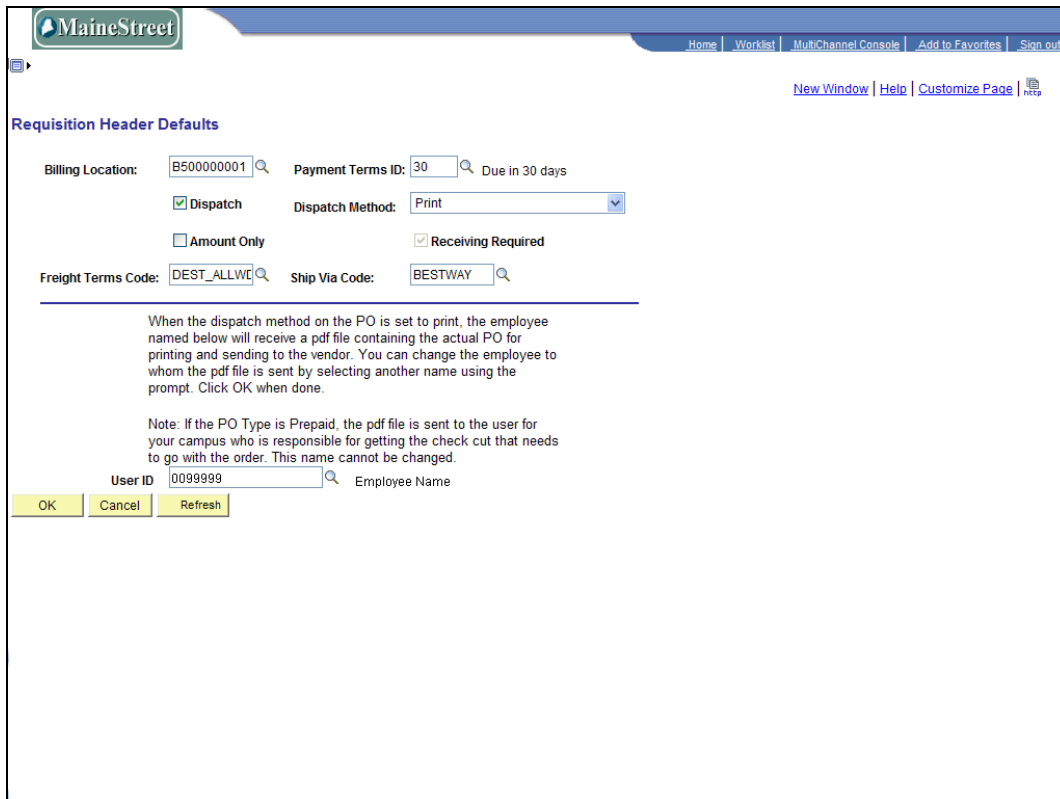
User ID  **Employee Name**



Step	Action
17.	<p>The Requisition Header Defaults page contains the <i>Billing Location</i>, <i>Payment Terms</i>, <i>Dispatch Method</i>, <i>Freight Terms Code</i>, <i>Ship Via Code</i>, and the <i>Dispatch</i> and <i>Amount Only</i> checkboxes. These fields will default for you but may be changed as needed. (The <i>Receiving Required</i> checkbox cannot be changed.) Use the Look Up Icons or Drop Down Menus to search and select from the available choices.</p> <p>Billing Location: The Billing Location IDs start with the letter “B” followed by the Business Unit number.</p> <p>Payment Terms ID: This defaults from the payment term on the Vendor/Location record. You can override it if the term for this purchase should be different.</p> <p>Dispatch checkbox and Dispatch Method: The Dispatch checkbox is normally checked, indicating that the purchase order will be sent to the vendor. The Dispatch Method is normally “Print” but may be changed. If the PO Type is CI (confirming invoice) both the checkbox and this field will be blank and cannot be changed. The Dispatch Methods are:</p> <p>Print -The PO is created in a PDF file, which is sent to the Requisitioner via the worklist. The Requisitioner prints the PO, places it in an envelope and mails it to the vendor. The Requisitioner or the Approver can choose to have the PDF go to someone other than the Requisitioner. Prepaid orders (PO Type Prepaid) require special handling. For them, the PDF is sent to a designated staff member who will ensure that when the PO is mailed it is accompanied by a check.</p> <p>FAX -This feature is currently not being used by the University of Maine System.</p> <p>E-mail -This method should only be used when the person entering the requisition or purchase order knows that the vendor accepts POs by email. The staff member must verify that there is a valid e-mail address on the Address page of the vendor file that corresponds to the ordering address on the vendor Location being used for the order.</p> <p>Phone - When the dispatch method is Phone, the system assumes that you are calling in the order to the vendor and it does not send the order to the vendor. Use PO Type “Confirming Order” on the requisition. If the vendor requires a paper copy of the order in addition to your phone call, you should not use the dispatch method of Phone. Instead, in addition to phoning in the order, use Print dispatch, and use the PO Type of “Confirming Order.”</p> <p>Electronic Data Exchange (EDX) - Electronic data exchange should only be used if the vendor is set up for it.</p> <p>Amount Only checkbox: Normally this is left unchecked. Check this box if you want to receive by dollar amount rather than by quantity. For example, a requisition for personal services. The item quantity is set to one (1) and the dollar amount is set at \$2000.00 and you will receive multiple invoices for varying amounts. You will be able to receive the amount for which you’re being invoiced.</p> <p>Freight Terms Code and Ship Via Code: Use the look up icon to select from the available choices. Refer to the “Understanding Freight Terms” document for more information on the proper use of these terms.</p>


 Please refer to: <http://www.maine.edu/pdf/UnderstandingFreightTerms.pdf>


 Please refer to: <http://www.maine.edu/pdf/DispatchMethods.pdf>



The screenshot shows the 'Requisition Header Defaults' form in the MaineStreet application. The form includes the following fields and options:

- Billing Location:** B500000001
- Payment Terms ID:** 30 (Due in 30 days)
- Dispatch** (selected)
- Amount Only**
- Dispatch Method:** Print
- Receiving Required**
- Freight Terms Code:** DEST_ALLW
- Ship Via Code:** BESTWAY

Below the form, there is explanatory text and a note:

When the dispatch method on the PO is set to print, the employee named below will receive a pdf file containing the actual PO for printing and sending to the vendor. You can change the employee to whom the pdf file is sent by selecting another name using the prompt. Click OK when done.

Note: If the PO Type is Prepaid, the pdf file is sent to the user for your campus who is responsible for getting the check cut that needs to go with the order. This name cannot be changed.

User ID: 0099999 **Employee Name:** [Empty field]

Buttons: **OK**, **Cancel**, **Refresh**

Step	Action
18.	When finished, click the OK button.

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

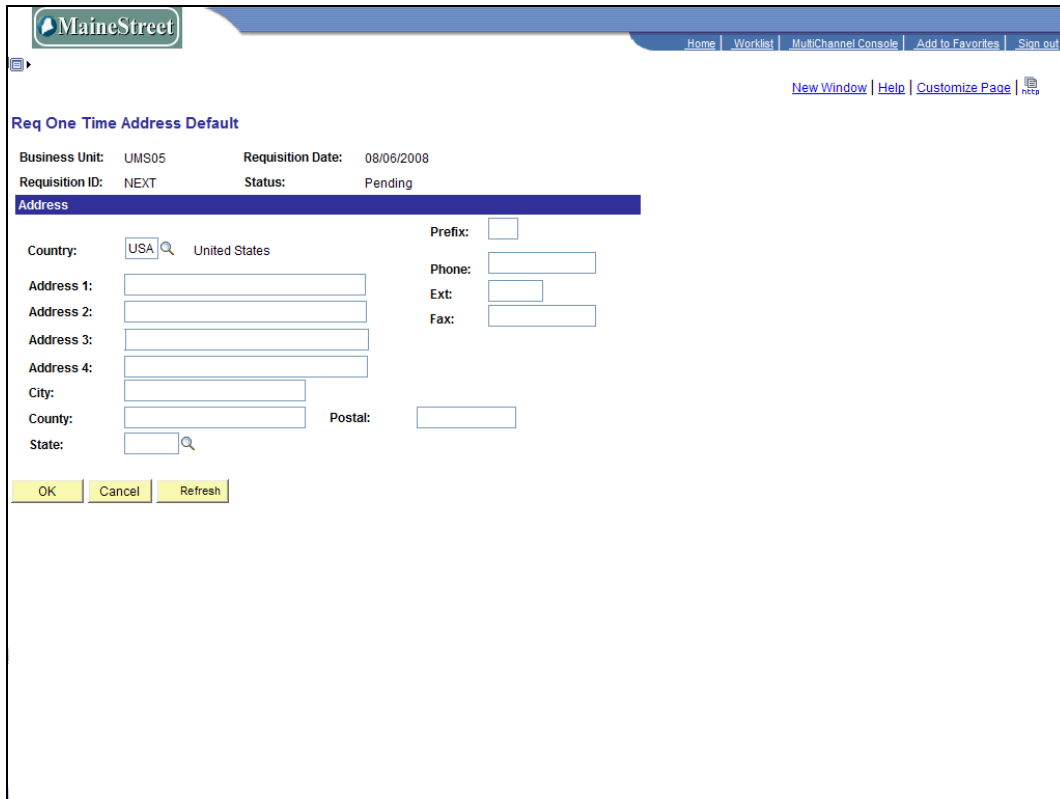
SpeedChart:

Distributions

Details [Asset information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action
19.	On the Requisition Defaults page, click the One Time Address link.



Req One Time Address Default

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

Address

Country: United States Prefix:

Address 1: Phone:

Address 2: Ext:

Address 3: Fax:

Address 4:

City:

County: Postal:

State:

Step	Action
20.	Use the Req One Time Address Default page to enter a Ship-To address that is not a University address for special shipments. Click the OK button when finished entering the address. <input type="button" value="OK"/>

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name Unit of Measure: EA

Vendor: 0000016743 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details Asset Information (F3)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1		UMS05										

Step	Action
21.	Use the <i>SpeedChart</i> field to enter a default SpeedChart. The SpeedChart feature enables you to use a code that contains preset distributions. After a SpeedChart is created, it can be used to speed up data entry of distribution lines.

Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 Requisition Date: 08/06/2008 PO Type: Regular Order

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name: Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart: [Distributions](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100	UMS05										

Step	Action
22.	<p>In the <i>Distributions</i> section of the page, in the distribution line, use the <i>Percentage</i> field to specify the percentage of the order quantity that is to be distributed on the distribution line(s).</p> <p>Note: This will default to 100% but may be changed if multiple distributions are required. If you are adding more distribution lines, change the percent field in the first distribution line to the appropriate percentage before adding additional distribution lines.</p> <p><i>Refer to Step 13 of this exercise for more information regarding distributions.</i></p>

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Maintain Requisitions

Requisition Defaults

Business Unit: UMS05 **Requisition Date:** 08/06/2008 **PO Type:** Regular Order

Requisition ID: NEXT **Status:** Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name **Unit of Measure:** EA

Vendor: 0000016713 NASHVILLE CHEMICAL **Vendor Location:** 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT ***Distribute by:** Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

[Details](#) [Asset Information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100	UMS05										

Step	Action
23.	<p>The remaining fields are <i>Chartfields</i>. Enter the appropriate Chartfield combination for this requisition. At a minimum, Account, Fund and Dept are required. Program, Project, Class and Oper Unit may also be used.</p> <p>To begin, enter the appropriate <i>Account code</i> in the Account field.</p>
24.	Enter the appropriate <i>Fund code</i> in the Fund field.
25.	<p>Enter the appropriate <i>Department code</i> in the Dept field.</p> <p>Note: If more distribution lines are needed, click the + sign at the end of the first distribution.</p>

Requisition ID: NEXT Status: Pending

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Buyer: 0099999 Buyer Name Unit of Measure: EA

Vendor: 0000016713 NASHVILLE CHEMICAL Vendor Location: 5000012629

Category: MISC [Vendor Lookup](#)

Schedule

Ship To: 5000000010 EDUCATION & HUMAN DEVELOPMENT *Distribute by: Quantity

[More PO Defaults](#)

Ultimate Use Code: [One Time Address](#)

Distribution

SpeedChart:

Distributions

Details [Asset Information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100.0000	UMS05	51000		00	5350981						

OK Cancel Refresh

Step	Action
26.	When finished entering your requisition defaults, click the OK button.

OK

Process Document

Financials 9.0: Creating a Requisition



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

New Window | Help | Customize Page |

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: UMS08 Requisition Date: 05/29/2008
 Requisition ID: NEXT Status: Pending

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
 For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
 Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Customize | Find | [View All](#) | First | 1-10 of 13 | Last

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>		Buyer	0099999	
<input type="checkbox"/>		Vendor	0000016713	
<input type="checkbox"/>		Category	MISC	
<input type="checkbox"/>		Unit of Measure	EA	
<input type="checkbox"/>		Vendor Location	5000012629	
<input type="checkbox"/>		Ship To	8000000017	
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	GL Unit	UMS06	<input type="checkbox"/>
<input type="checkbox"/>	1	Account	61000	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund	00	<input type="checkbox"/>

OK Cancel Refresh

Step	Action
27.	<p>Once you set your requisition defaults, changes are rarely made to them. If you must apply changes to your default settings to alter a ChartField value on a distribution line, or a Vendor, for instance, then you will be presented with the Retrofit page after saving the changes.</p> <p>The Retrofit page acts as a query, asking you which changes made on the Requisition Defaults page you'd like to propagate to pre-existing requisition lines.</p> <p>Note: If you change the vendor or vendor location in a requisition header, you MUST make sure that the change is retrofitted to all existing requisition lines. If you don't, the requisition will not source correctly to a purchase order.</p> <ul style="list-style-type: none"> - Click the View All button to view all the lines on this page. - If you only want the changes to apply to specific pre-existing distribution lines, check the Apply box for those lines. - If you want the changes to apply to ALL pre-existing distribution lines, place a checkmark in the Mark All box. <p>When ready, click the OK button.</p>



The screenshot shows the 'Maintain Requisitions' page in the MaineStreet system. The page title is 'Requisition'. Key fields include: Business Unit: UMS05, Requisition ID: NEXT, Status: Pending, and Budget Status: Not Chkd. There are links for 'Copy From', 'Requester Name', 'Requester Info', 'Add Comments', and 'Requisition Activities'. An 'Amount Summary' section shows a Total Amount of 0.00 USD. Below this is a table with columns for Line, Item, Description, Quantity, UOM, Category, Price, Amount, and Status. The table contains one row with Line 1, Quantity 0.0000, and Price 0. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

Step	Action
28.	On the Requisitions page, enter a description of the item/s you are ordering in the <i>Description</i> field.

Process Document

Financials 9.0: Creating a Requisition



MaineStreet

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

New Window | Help | Customize Page

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
 Requisition Date: 08/06/2008 [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008

Amount Summary

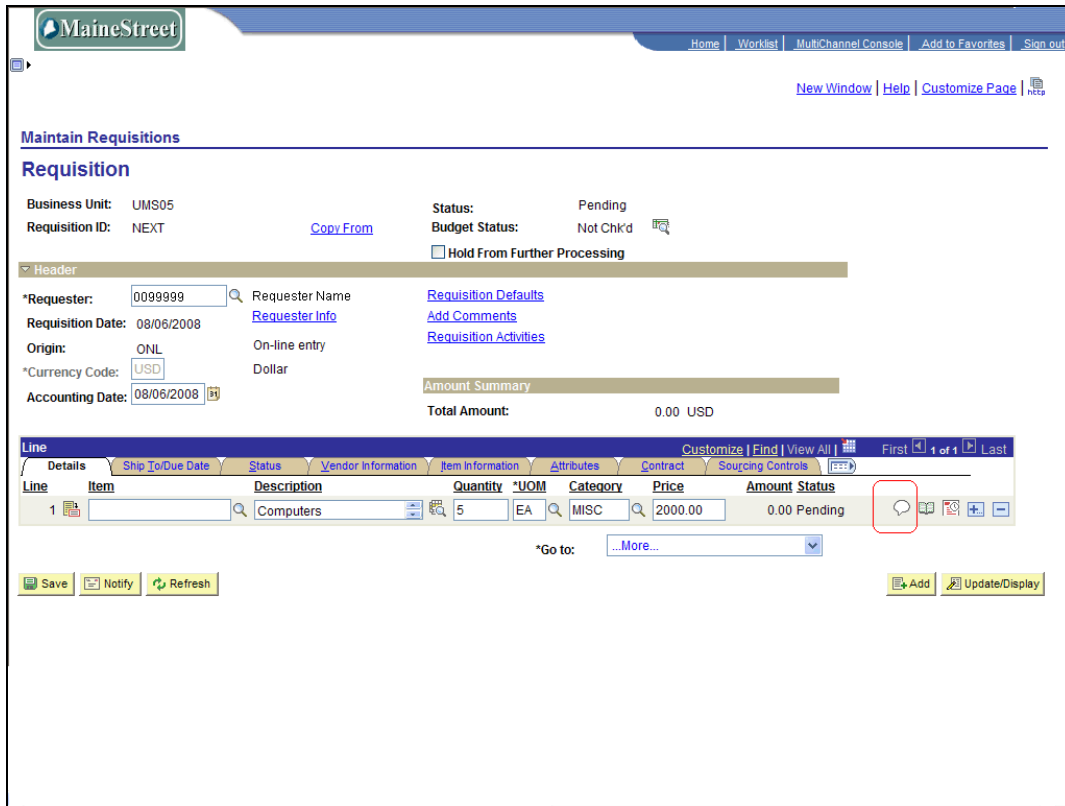
Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	0.0000			0	0.00	Pending

*Go to: ...More...

Save Notify Refresh Add Update/Display

Step	Action
29.	In the <i>Quantity</i> field, enter the quantity of the item/s you are ordering.
30.	Enter the appropriate Unit of Measure in the <i>UOM</i> field.
31.	Enter the default category into the <i>Category</i> field.
32.	In the <i>Price</i> field, enter the price for the item/s.



Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008


Amount Summary

Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5	EA	MISC	2000.00	0.00	Pending

*Go to: [...More...](#)

Save Notify Refresh Add Update/Display

Step	Action
33.	Click the <i>Line Comments</i> icon to access the Line Comments page. 

Process Document

Financials 9.0: Creating a Requisition



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

New Window | Help | Customize Page |

Line Comments

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending Line: 1

*Sort Method: *Sort Sequence:

Comments Find | View All First 1 of 1 Last
 Comment Status: Active

Send to Vendor Shown at Receipt Shown at Voucher

Associated Document
 Attachment Email

From -> REQ UMS05-NEXT

Step	Action
34.	Use the Line Comments page to maintain line comments. Click the OK button when finished. <input type="button" value="OK"/>

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
 Requisition Date: 08/06/2008 [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008


Amount Summary

Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.0000	10,000.00	Pending

*Go to:

Save Notify Refresh Add Update/Display

Step	Action
35.	Click the Line Details icon to open the Details for Line 1 page.. 



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

New Window | Help | Customize Page | Help

Maintain Requisitions

Details for Line 1

Requisition ID: NEXT Item: [Computers](#)

Line: 1 Do Not Print Line

Line Details

Buyer: 0099999 Line Status: Pending

Buyer Name: Buyer Name [Buyer Information](#) [Amount Summary](#)

Category Code: MISC [View Hierarchy](#) Amount: 10,000.00 USD

Category: Misc Document Base Amount: 10,000.00 USD

Category Description: Miscellaneous

*Transaction Item Description: Computers

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

▶ Vendor Information

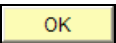
▶ Item Information

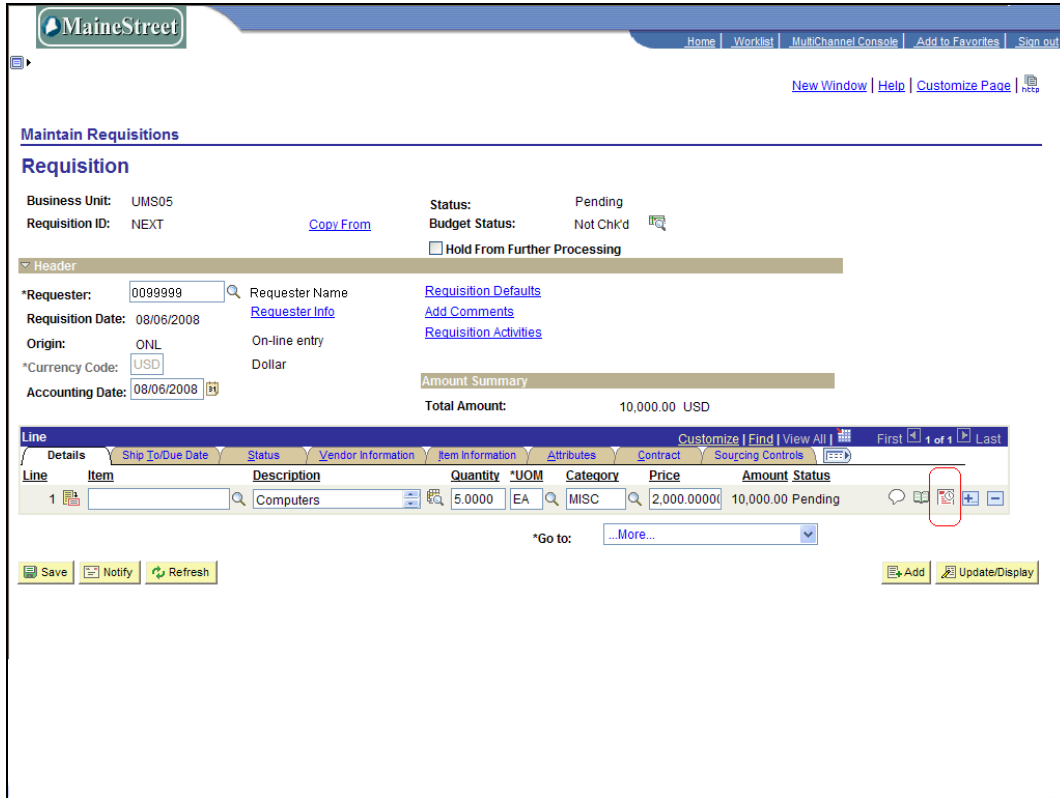
▶ Attributes

▶ Contract

▶ Sourcing Controls

OK Cancel Refresh

Step	Action
36.	<p>Use the Details for Line page to view and/or update details about the Line. This page has the Do Not Print Line check box and the Amount Only check box (the <i>Amount Only</i> box is also on the <i>Attributes</i> tab).</p> <p>Do Not Print Line: Check this box if you do not want the line to print on the PO. For example, on a Personal Service Contract, we need to enter the contract dollar amount on line one and an additional amount to cover expenses over and above the contract amount. In order to encumber the full amount both lines should be entered on the requisition but you only want line 1 to print, therefore you would check the “Do Not Print” box for line 2.</p> <p>Amount Only: Amount Only is explained under the “More PO Defaults” section of this document. When used on the “More PO Defaults” page it applies to all lines. When used here it applies only to the line.</p> <p>NOTE: Any changes made on this page apply only to that line. For example, you would not want to change vendor information here.</p> <p>Click the OK button.</p> <p></p>



Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.0000	10,000.00	Pending

*Go to: [...More...](#)

Save Notify Refresh Add Update/Display

Step	Action
37.	On the Requisitions page, click the Line Schedule icon to change the <i>Ship To</i> address and to access the Distribution page.

Process Document

Financials 9.0: Creating a Requisition



MaineStreet

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

New Window | Help | Customize Page | Help

Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item:	Quantity:	Each	Amount:
1	Computers	5.0000	Each	10,000.00 USD

Schedule

Details

Sched	*Ship To	Quantity	Price	Amount	Status
1	500000	5.0000	2,000.00000	10,000.00	Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Step	Action
38.	On the Schedule page, click the + button to add more <i>Ship To</i> lines. Click the Look Up icon adjacent to the <i>Ship To</i> field to search for and select the Ship To location(s) needed.




Explorer User Prompt [X]

Script Prompt:

Enter number of rows to add:

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

[New Window](#) | [Help](#) | [Customize Page](#) | 

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item:	Quantity:	Each	Amount:	
1	Computers	5.0000	Each	10,000.00	USD

Schedule Customize | Find | View All | First 1 of 1 | Last

Details

Sched	*Ship To	Quantity	Price	Amount	Status
1	500000	5.0000	2,000.00000	10,000.00	Active

[Add Ship To Comments](#)

Step	Action
39.	Click the OK button. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">OK</div>

Process Document

Financials 9.0: Creating a Requisition



MaineStreet

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

[New Window](#) | [Help](#) | [Customize Page](#)

Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item:	Quantity:	Each	Amount:
1	Computers	5.0000		10,000.00 USD


Schedule

Customize | Find | View All | First | 1 of 1 | Last

Sched	*Ship To	Quantity	Price	Amount	Status
1	50000C	5.0000	2,000.00000	10,000.00	Active
2	50000C	0.0000	0.00000	0.00	Active

[Add Ship To Comments](#)

Save | Notify | Refresh Add | Update/Display

Step	Action
40.	One-Time Address: If you need to ship to a <i>One-Time Address</i> click the Ship to Address (envelope) icon. 




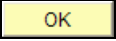
Maintain Requisitions
Requisition Ship To Address

Requisition ID: NEXT Item: [desks](#)
 Line: 1 Status: Active
 Schedule: 1

- Ship To Address

Location Code: 500000010
 Country: USA United States
 Address 1: EDUCATION & HUMAN DEVELOPMENT
 Address 2: University of Maine
 Address 3: 5766 SHIBLES HALL RM 125
 Address 4:
 City: ORONO In City Limit
 County: Postal: 04469-5766
 State: ME Maine

One Time Address

Step	Action
41.	Click on the expand section arrow adjacent to One Time Address . 
42.	Click the OK button. 

Process Document

Financials 9.0: Creating a Requisition



MaineStreet

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

New Window | Help | Customize Page | nts

Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)


Line	Item:	Quantity:	Each	Amount:	
1	desks	5,000	Each	100.00	USD

Schedule

Sched	*Ship To	Quantity	Price	Amount	Status
1	50000C	5,000	20.00000	100.00	Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Step	Action
43.	Click the Distribution button. 

Maintain Requisitions

Distribution

Requisition ID: NEXT Item: [desks](#)

Line: 1 Status: Active

Schedule: 1

Ship To: 5000000010 EDUCATION Quantity: 5.0000 EA

*Distribute by: Open Quantity: 5.0000

Amount: 100.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions

Chartfields Details Asset Information [EFF](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project
1	Open	100.0000	5.0000	100.00	UMS05	51000		00	5350981				

OK Cancel Refresh

Step	Action
44.	<p>If you did not enter the Distribution on the Requisitions Defaults page you can do it here. If you entered the Distribution on the Requisitions Defaults page, you can still make changes here.</p> <p>NOTE: Changes made here apply only to the line.</p> <p>Click OK to go back to the schedule page.</p> <p><input type="button" value="OK"/></p>

Process Document

Financials 9.0: Creating a Requisition



MaineStreet

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

New Window | Help | Customize Page

Maintain Requisitions

Schedule

Business Unit: UMS05 Requisition Date: 08/06/2008
 Requisition ID: NEXT Status: Pending

[Return to Main Page](#)

Line	Item:	Quantity:	Each	Amount:
1	dest:s	5.0000	Each	100.00 USD

Schedule

Details

Sched	*Ship To	Quantity	Price	Amount	Status
1	50000C	5.0000	20.00000	100.00	Active

[Add Ship To Comments](#)

Save Notify Refresh Add Update/Display

Step	Action
45.	Click the Return to Main Page link. Return to Main Page

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name: [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	Multiple	10,000.00	Pending

*Go to:

Buttons: Save, Notify, Refresh, Add, Update/Display

Step	Action
46.	On the Requisition page, click the Add a Row icon (+).

Process Document

Financials 9.0: Creating a Requisition



Explorer User Prompt

Script Prompt:
Enter number of rows to add:

OK
Cancel

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008


Amount Summary

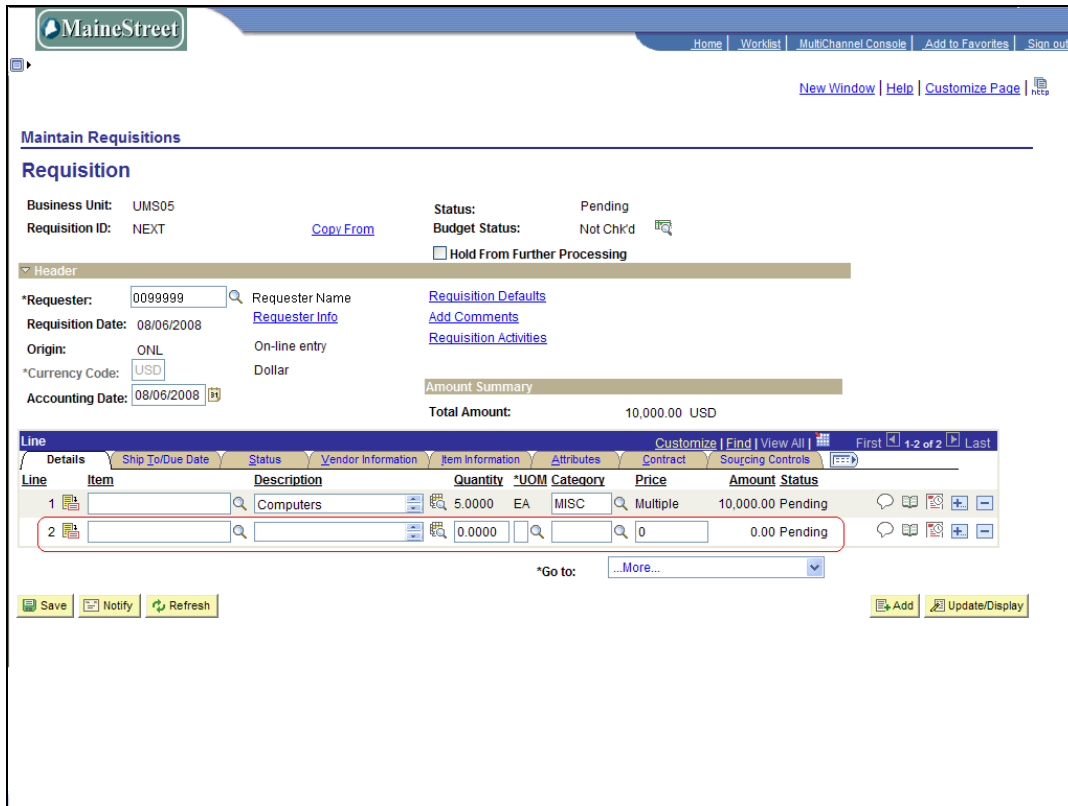
Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	Multiple	10,000.00	Pending

*Go to: [...More...](#)

Save Notify Refresh Add Update/Display

Step	Action
47.	<p>When the prompt appears, enter the number of lines you wish to add to the Requisition. "1" appears by default.</p> <p>Click the OK button.</p> <p></p>



The screenshot shows the 'Maintain Requisitions' interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, there are links for 'New Window', 'Help', 'Customize Page', and 'NETS'. The main heading is 'Maintain Requisitions' followed by 'Requisition'. The form displays the following details:

- Business Unit:** UMS05
- Requisition ID:** NEXT (with a 'Copy From' link)
- Status:** Pending
- Budget Status:** Not Chk'd (with a magnifying glass icon)
- Hold From Further Processing**

Under the 'Header' section, there are several fields:

- *Requester:** 0099999 (with a magnifying glass icon) and a search field for 'Requester Name'. Links: 'Requisition Defaults', 'Requester Info', 'Add Comments', 'Requisition Activities'.
- Requisition Date:** 08/06/2008
- Origin:** ONL (On-line entry)
- *Currency Code:** USD (Dollar)
- Accounting Date:** 08/06/2008 (with a calendar icon)

An 'Amount Summary' box shows: **Total Amount:** 10,000.00 USD.

The 'Line' table is the central focus, with a red box highlighting line 2:

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	Multiple	10,000.00	Pending
2			0.0000			0	0.00	Pending

Below the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A '*Go to:' dropdown menu is also visible.

Step	Action
48.	On the new requisition line (line 2), enter a description in the <i>Description</i> field.
49.	Enter the appropriate quantity in the <i>Quantity</i> field.
50.	Enter the appropriate Unit of Measure in the <i>UOM</i> field. .
51.	Enter the appropriate category in the <i>Category</i> field.
52.	Enter the appropriate price in the <i>Price</i> field.

Process Document

Financials 9.0: Creating a Requisition



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

New Window | Help | Customize Page

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header


*Requester: 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
 Requisition Date: 08/06/2008 On-line entry [Add Comments](#)
 Origin: ONL Dollar [Requisition Activities](#)
 *Currency Code: USD
 Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,000.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.00000	10,000.00	Pending
2		Shipping Costs	1.0000	EA	MISC	125.00	0.00	Pending

*Go to: [...More...](#)

Step	Action
53.	If you entered Schedule/Distribution information on the Requisition Defaults page it will default to this line when the requisition is saved. If you did not enter it on the Requisition Defaults page you need to enter it here. To do so, click the Schedule icon to add the Ship To information and the Distribution icon to add the Chartfield information. When the information is complete click OK , then click Return to Main Page before saving the requisition.
54.	Click the Save button. 

Business Unit: UMS05
Requisition ID: 5000034378 [Copy From](#)
Status: Pending
Budget Status: Not Chk'd
 Hold From Further Processing

***Requester:** 0099999 Requester Name [Requisition Defaults](#)
[Requester Info](#)
Requisition Date: 08/06/2008 [Add Comments](#)
Origin: ONL On-line entry [Requisition Activities](#)
***Currency Code:** USD Dollar
Accounting Date: 08/06/2008

Amount Summary
Total Amount: 10,125.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.00000	10,000.00	Pending
2		Shipping Costs	1.0000	EA	MISC	125.00000	125.00	Pending

*Go to: [...More...](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
55.	<p>After saving the requisition, notice that a Requisition ID has been generated.</p> <p>The Status field displays the requisition status. A status of Pending indicates the requisition is eligible for the approval process. A status of Approved indicates the requisition is approved.</p> <p>Note: requisitions with a status of Canceled and Completed are not available on this page and can only be viewed using Requisition Inquiry page.</p> <p>If desired, select the Hold From Further Processing check box to temporarily prevent further processing of the requisition. The requisition will not be eligible for <i>approval, unapproval, cancelation, closure or sourcing to a purchase order.</i></p> <p>NOTE: Now that you are familiar with all the screens on a Requisition you may find “How to Enter a Simple Requisition” document one that you want to keep close at hand. “How to Enter a Simple Requisition” steps through the process using the minimum amount of information necessary in order to create a requisition. If simple requisitions are normally what you do and do not need to change or enter optional fields, as shown in the previous exercise, you may find this helpful. “How to Enter a Simple Requisition”</p>

Process Document

Financials 9.0: Creating a Requisition



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

New Window | Help | Customize Page |

Maintain Requisitions

Requisition

Business Unit: UMS05 Status: Pending
 Requisition ID: 5000034378 [Copy From](#) Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: 0099999 Requester Name [Requisition Defaults](#)
 Requisition Date: 08/06/2008 [Requester Info](#) [Add Comments](#)
 Origin: ONL On-line entry [Requisition Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/06/2008

Amount Summary

Total Amount: 10,125.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		Computers	5.0000	EA	MISC	2,000.00000	10,000.00	Pending
2		Shipping Costs	1.0000	EA	MISC	125.00000	125.00	Pending

*Go to: [...More...](#)

Save Notify Refresh Add Update/Display

Step	Action
56.	End of Procedure.