



# Process Document

## Financials 9.0: Entering a Requisition With a One-Time Address

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## Entering a Requisition with a One-Time Address

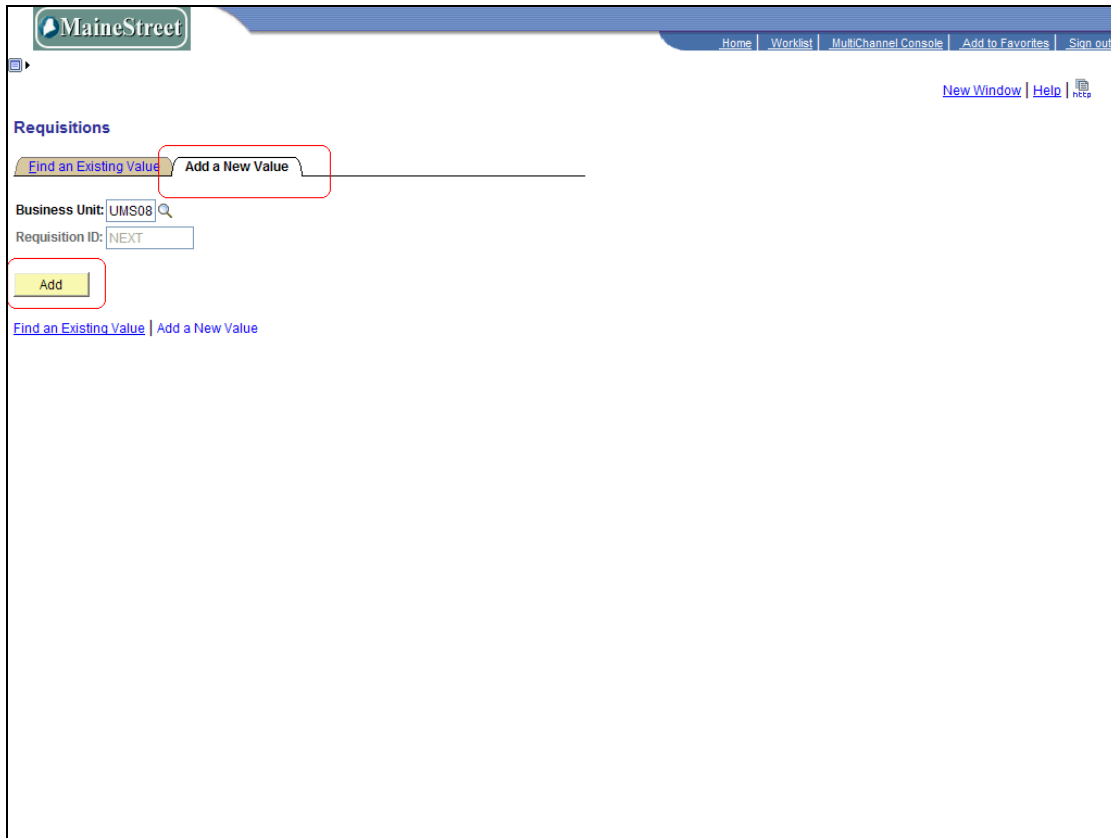
### Navigation




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

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Step	Action
4.	On the <b>Requisitions Add a New Value page</b> , click the <b>Add</b> button to open the <b>Requisitions</b> page. 



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## Financials 9.0: Entering a Requisition With a One-Time Address

**Maintain Requisitions**

### Requisition

Business Unit: UMS08      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: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
Origin: ONL      On-line entry      [Requisition Activities](#)  
\*Currency Code: USD      Dollar  
Accounting Date: 07/10/2008

**Amount Summary**

Total Amount: 0.00 USD

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](#)

Step	Action
5.	<p>The <b>Requisitions</b> page is used to enter header and line details for your purchase. The header information enters by default. For this example, you will retain all the header default values.</p> <p>To set the defaults for this requisition, click the <a href="#">Requisition Defaults</a> link.</p> <p><a href="#">Requisition Defaults</a></p>

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Step	Action
6.	<p>Use the <b>Requisition Defaults</b> page to set the header and item defaults for your requisition. In this example, you need to set up a one-time ship-to address for the selected transaction.</p> <p>Click the <b>One Time Address</b> link to open the <b>Req One Time Address Default</b> page.</p> <p><a href="#">One Time Address</a></p>



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**Req One Time Address Default**

Business Unit: UMS08      Requisition Date: 07/10/2008  
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:

OK    Cancel    Refresh

Step	Action
7.	The address you enter on the <b>Req One Time Address Default</b> page serves as the default one-time address for all new lines and schedules on your transaction document . There are no effective date or status fields on this page because the address information on this page is used only for a one-time shipping address and is not retained in the system.  To begin, enter the appropriate street address in the <b>Address 1</b> field.
8.	If necessary, enter a second line for the address in the <b>Address 2</b> field.
9.	Enter the appropriate City for the address in the <b>City</b> field.
10.	Enter the appropriate State in the <b>State</b> field.
11.	Enter the appropriate Postal code in the <b>Postal</b> field.

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**Req One Time Address Default**

Business Unit: UMS08      Requisition Date: 07/10/2008  
 Requisition ID: NEXT      Status: Pending

**Address**

Country:  United States      Prefix:

Address 1:       Phone:

Address 2:       Ext:

Address 3:

Address 4:

City:       Fax:

County:       Postal:

State:  Maine

Step	Action
12.	Click the <b>OK</b> button to return to the <b>Requisition Defaults</b> page. <input type="button" value="OK"/>



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## Financials 9.0: Entering a Requisition With a One-Time Address

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Business Unit: UM000 Requisition Date: 07/11/2009 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:  8000000017 Project Enterprise \*Distribute by:  Quantity

[More PO Defaults](#)

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

**Distribution**

SpeedChart:

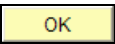
**Distributions**

Details [Asset Information](#) [FF33](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Project	Affiliate	Fund
1	100.0000	UMS08	62000		00	8850000						

OK Cancel Refresh

Step	Action
13.	On the <b>Requisition Defaults</b> page, click the <b>OK</b> button.



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## Financials 9.0: Entering a Requisition With a One-Time Address



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### Maintain Requisitions

#### Requisition

Business Unit: UMS08      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: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar

**Amount Summary**

Accounting Date: 07/10/2008      Total Amount: 0.00 USD

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](#)

Step	Action
14.	On the <b>Requisition</b> page, in the <b>Line</b> section, enter a description of the first item in the Line 1 <b>Description</b> field.
15.	Enter the quantity of items in the <b>Quantity</b> field.
16.	Enter the appropriate unit of measure in the <b>UOM</b> field.
17.	Enter <b>MISC</b> in the <b>Category</b> field. This is the only category used by UMS at this time.
18.	Enter the price in the <b>Price</b> field.



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## Financials 9.0: Entering a Requisition With a One-Time Address

Step	Action
19.	Click the <i>Add a Row</i> button to add an additional line to the requisition. 

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Step	Action
20.	<p>A prompt will appear where you will enter the number of rows to add. "1" enters by default.</p> <p>Click the <b>OK</b> button.</p> 



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### Maintain Requisitions

#### Requisition

Business Unit: UMS08      Status: Pending  
Requisition ID: NEXT      [Copy From](#)      Budget Status: Not Chk'd   
 Hold From Further Processing

Header

\*Requester: 0089999 Requester Name      [Requisition Defaults](#)  
Requisition Date: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
Origin: ONL      On-line entry      [Requisition Activities](#)  
\*Currency Code: USD      Dollar  
Accounting Date: 07/10/2008

Amount Summary

Total Amount: 9,800.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		HON 5901 CHAIR, AB90	100.0000	EA	MISC	98.00000	9,800.00	Pending
2			0.0000			0	0.00	Pending

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

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Step	Action
21.	In the Line 2 <i>Description</i> field, enter a description of the item.
22.	Enter the quantity of items in the <i>Quantity</i> field.
23.	Enter the appropriate unit of measure in the <b>UOM</b> field.
24.	Enter <b>MISC</b> in the <i>Category</i> field. This is the only category used by UMS at this time.
25.	Enter the price in the <i>Price</i> field.

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**Maintain Requisitions**

### Requisition

Business Unit: UMS08      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: 07/10/2008      [Requester Info](#)      [Add Comments](#)  
 Origin: ONL      On-line entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 06/10/2008

**Amount Summary**

Total Amount: 9,950.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Amount	Status
1		HON 5901 CHAIR, AB90	100.0000	EA	MISC	98.00000	9,800.00	Pending
2		HON BOOKCASE	2.0000	EA	MISC	75.00000	150.00	Pending

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

Step	Action
26.	Click the <b>Save</b> button. 
27.	Notice that a <b>Requisition ID</b> has been generated. You have successfully entered a requisition for items to ship to a one-time address.
28.	<b>End of Procedure.</b>