

## REQUISITION ENTRY PROCEDURES

### OPEN REQUISITION ACTIVITY

- Select the Site (MUSC or MUHA)
- Enter Requisition Number (RQ#####)
- TAB THROUGH Requester (defaults to your ID)
- TAB THROUGH Order Type (defaults to Requisition)
- Enter Date Needed (if no specific date, enter 30 days from today's date)
- Enter Ship To (use quick list) New Ship To's are entered by Procurement
- TAB THROUGH Deliver To
- TAB THROUGH Project Entity
- TAB THROUGH Item field
- Enter Description
- Enter Quantity
- Enter Unit of Measure (UOM) Use quick list
- Enter Unit Price (\$\$. \$\$)
- Press ENTER to add additional lines.  
Note- To delete an unnecessary line, hold down the shift key and click the line, select Edit menu, and 'Delete Selected'

Select HEADER DETAIL from Views button

- TAB THROUGH Description Field
- Reference Field- Leave blank except for radiation requisitions (account 50343)(Enter RADIA)
- Enter Suggested Vendor Number (OPTIONAL)
- Click on Comments Button: YOU WILL BE PROMPTED TO SAVE BEFORE ENTERING COMMENTS.
- Comments: Enter the Vendor name and address; any quote #'s or special instructions
- Click SAVE (comments must be saved before you can close comments window)

Select LINE DETAIL from the Views Button only if special instructions are required or an extended description for a particular line

Select one of the ACCOUNTING DISTRIBUTION views from the Views button:

*For single UDAK* -GO TO ACCOUNTING DISTRIBUTION

- Enter the UDAK for each line, tabbing between fields.

*For split funding* - GO TO LINE ACCOUNTING DISTRIBUTIONS

- Enter either the Quantity **or** Percentage
- Enter the UDAKs for each line

Select MAIN VIEW from the Views button:

- Click on Forward Button (The status will change to New:Forward)
- Click the Save Button
  
- Send any supporting documentation, equipment specifications, etc. to Procurement.

### Open Requisition Report

Run the Outstanding Requisition report from the 'MUSC Financial Report Application' to view a listing of all open RQ's by Unit or Project.