Create Purchase Requisitions

This document describes how to create, update and print Purchase Requisitions. Before creating a purchase requisition, please review Business Support Services Payment Matrix to determine what types of items are appropriate for a Purchase Order and what types can be ordered as a Direct Payment Request or using the ProCard.

The steps to purchasing an item(s) are:

1. Create and print a Purchase Requisition (College/Department) specifying the funding source, vendor and item description. Vendors must first register with CSUMB
2. Purchasing creates a Purchase Order (P.O. ID#)
3. The Vendor ships the item to Receiving (Receiving ID#)
4. The Vendor submits an invoice to Accounts Payable Office (Voucher ID#)
5. Accounts Payable pays the invoice (Invoice ID#)

Review/Approval History

Date	By	Action	Pages
15 July	JStone	Original for CFS – updated Print Requisition section only to reflect new Requisition Form format.	15-17

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Create Requisition

Navigation:

Main Menu > Purchasing > Requisitions > **Add/Update Requisitions**

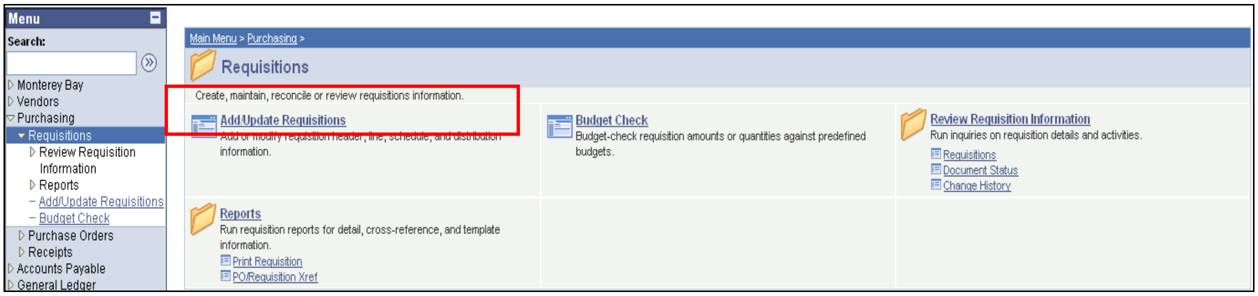


Figure 1: Navigation to Create a New Requisition

Add New Requisition

1. Select the **Add New Value** Tab.
2. **Business Unit** – use look up and select appropriate value.
3. **Requisition ID** – leave "NEXT" – system will create a new value when record is saved.
4. Click **Add**.

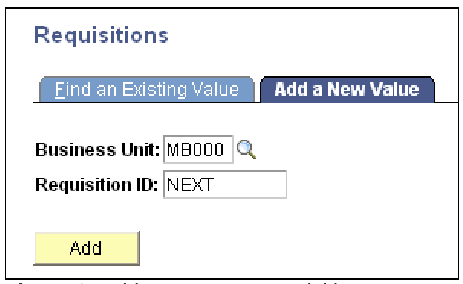


Figure 2: Add a New Run Requisition

Find an Existing Requisition

5. Select the **Find and Existing Value** Tab.
6. **Business Unit** – use look up and select appropriate value.

Enter additional search criteria such as:

7. **Requisition ID** – enter requisition ID number.
8. **Requester** – enter CMS ID of person creating the requisition (OtterID).
9. Click **Search**.
10. Search results will display.
11. Select correct Requisition ID to open the record.

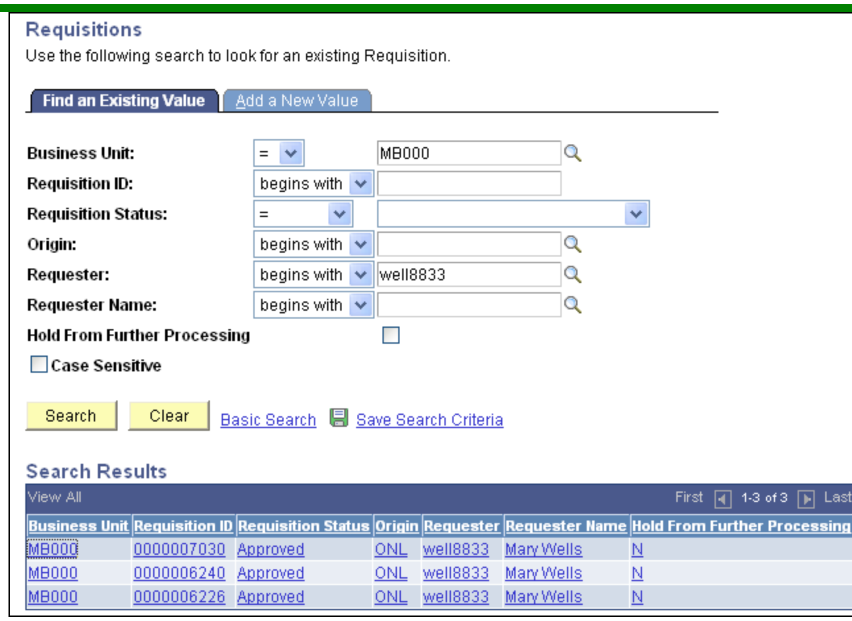


Figure 3: Find an Existing Requisition

Verify Requisition Header Information

Confirm that header default information is correct:

12. **Business Unit** – accept default.
13. **Requisition ID** – will be assigned when saved.
14. **Status** – defaults to "Approved".
15. **Budget Status** – will be "Not Chk'd" until Saved or icon is clicked.
16. **Hold from further processing** – check only to keep from being finalized and forwarded to Purchasing.
17. **Requester** – ID of person creating the Requisition will populate.
18. **Requisition Date** – date created, accept default.
19. **Origin** – accept default (ONL = online).
20. **Accounting Date** – accept default.
21. **Account Summary Section** – total from all items/services ordered.
22. **Add Items From Section** – Not Used at CSUMB

    Use links for additional functionality.

Click on the **Requisition Defaults** link.

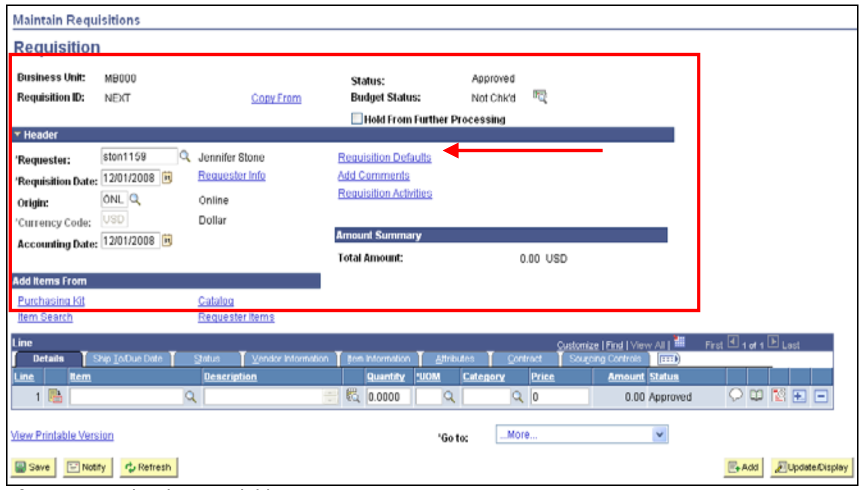


Figure 4: Maintain Requisitions page

Description of links on Maintain Requisitions page:

Copy From – allows user to copy requisition information from another requisition.
Requester Info - information about the Requester
Requisition Defaults – main page where vendor and distribution information is entered for the requisition
Add Comments – enter standard comments for the order. ***NOTE:*** *This field was called Header comments in v 8.4*
Requisition Activities – Not Used at CSUMB
Purchasing Kit – not used at CSUMB
Item Search – not used at CSUMB
Catalog - not used at CSUMB
Requester Items - not used at CSUMB

Step 1: Requisition Defaults

The Requisition Defaults page in v9.0 replaces the Header defaults page in v8.4.

NOTE: If you are charging more than one Fund/Dept. (Split Distribution), complete the first Distribution line in the Requisition Defaults page and then add the new row in the Schedule Distribution Page (See Step 2, Sec D to enter distribution lines)

Information entered on this page is intended to apply to all items ordered through the requisition.

#A

#B

#C

#D

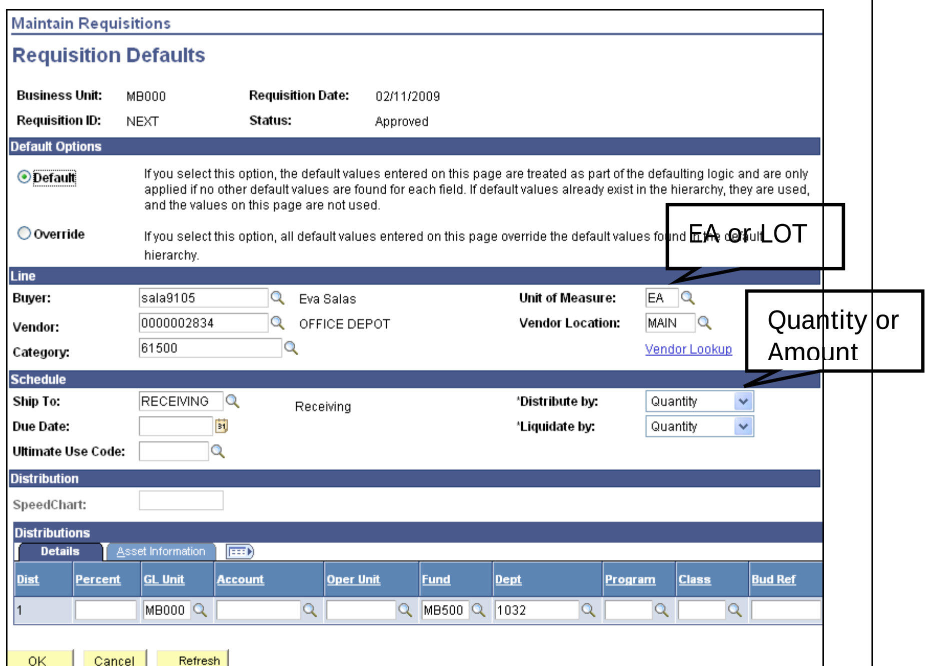


Figure 5: Requisitions Default page

A. Defaults Options Section

1. **Unit** – Accept default business unit (e.g. MB000).
2. **Requisition ID** – will enter AFTER the Requisition is saved.
3. **Default Options** – accept default (Default).

#A

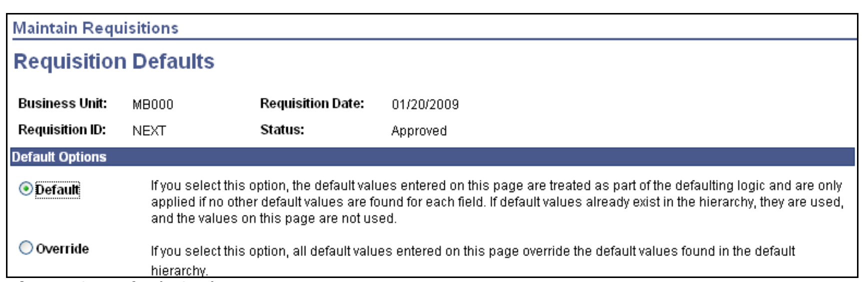


Figure 6: Default Options

B. Lines Section - Vendor Information

4. **Buyer** – select buyer name
5. **Vendor** – select vendor name.
6. **Category** – select category code
7. **Unit of Measure (UOM)** – Use **EA** for all orders. Use **LOT** for contracts/services (including Blanket Purchase Orders).
8. **Vendor Location** – accept default (MAIN).
9. **Vendor Lookup (link)**
10. Select the Vendor Lookup link.
11. Fill in the first few letters of the vendor name, and/or fill in any of the other search criteria.
12. Click Search to view all vendors meeting the criteria you entered.
13. Select the *check box* next to the vendor.
14. Click OK. This will take you back to the *Requisition Defaults* page.

#B

Figure 7: Vendor Lookup on Line Section

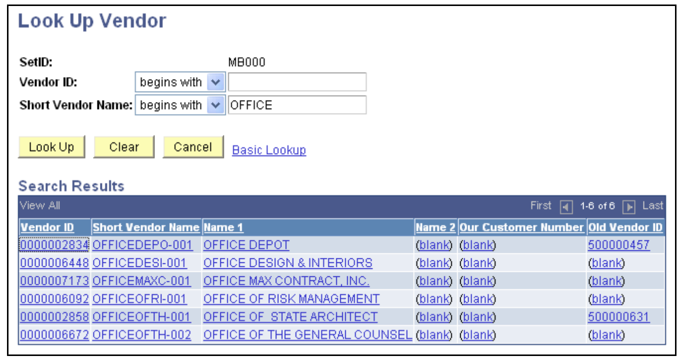


Figure 8: Vendor Lookup on Line Section

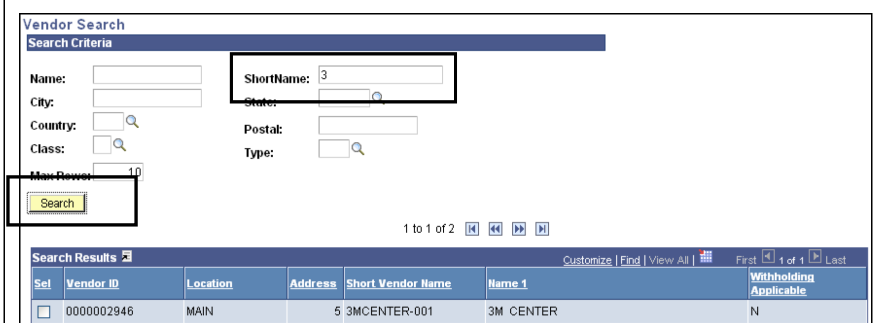


Figure 9: Vendor Look up (link)

Lines Section - Category Codes

Category codes are established by the National Institute of Government Purchasing (NIGP) and are used universally to describe different commodities.

The Chancellor's office requires all CSU's to use the category code so that expenditures among campuses can be compared. It is important that you take the time select the correct category codes. If in doubt, please contact your Buyer.

In CMS, each Category Code is

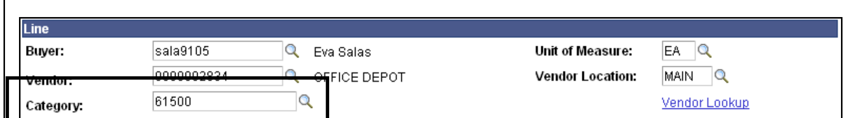


Figure 10: Category Code in Line Section

linked to corresponding Account; the account is auto-populated when the category code is selected. If needed the account can be later changed in the Header Defaults > Distributions Section.

Click here for a link to **Category Codes** and their corresponding Expense accounts.

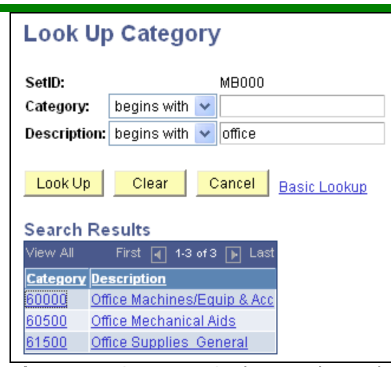


Figure 11: Category Code search results

C. Schedule Section - Distribute by AMT or QTY

15. **Ship to** – accept default (RECEIVING).

NOTE: If you want the delivery to be sent to a different location use the Line Comments (see Figure 13).

16. **Due date** – leave blank
17. **Ultimate use Code** – leave blank
18. **Distribute by** – enter Quantity or Amount (see discussion to the right)
19. **Liquidate by** – accept default. This value will default from the value used in the “distribute by” field.

#C

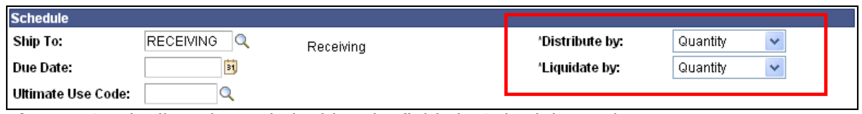


Figure 12: Distribute by and Liquidate by fields in Schedule section.

Data selected in the “distribute by” field applies to each distribution **line**.

When to use Quantity (QTY):
Use QTY when ordering one or *more than one (1) any tangible item on any line*.

When to use Amount (AMT):
For contracts and services (including Blanket Purchase Orders) that have a not to exceed amount, enter AMT. This enables the system to pay for orders with any number of Line Items (list of services) with various costs for each until the total contract amount is reached (or until you indicate FINAL PAYMENT on the invoice).

A purchase requisition may have more than one line, but **each line** must use 1 EA; if you attempt to enter 2 EA using the Distribute by= AMT, you will get an ERROR.

C. Blanket Purchase Orders

The following fields are handled differently for BPO's:

Requisition Defaults:

- **UOM** = LOT
- **Distribute by** = Amount
- **Quantity** = 1
- **Price** = Total dollar amount of the requisition.

NOTE: Liquidate by field will become inactive when Amount is selected.

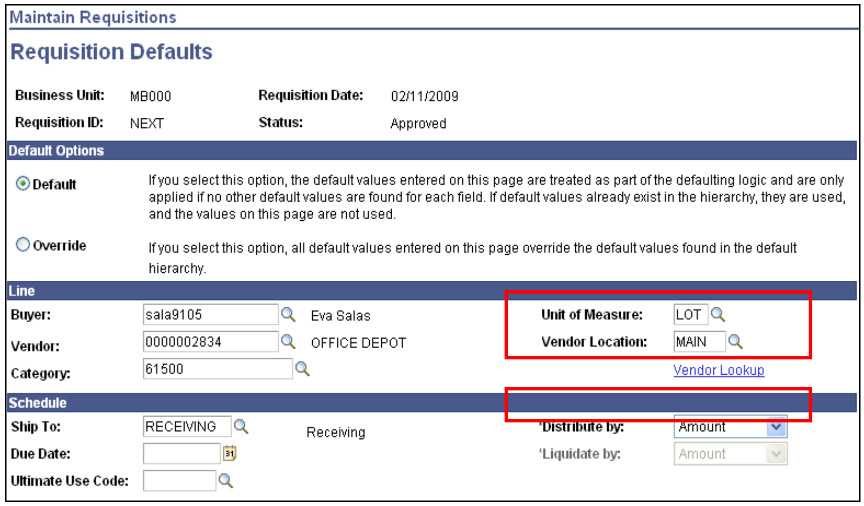


Figure 13: For Blanket Purchase Requisitions, distribute by **Amount**

D. Distributions Section – source of payment w/ single chart string

This section describes how the item(s) will be paid for.

- If the item (or majority of items) is to be charged to one chart string, complete details at this time. This will populate the Distribution sections for all items.
- If you are paying for any item from <u>more than one source</u>, create a separate Line for each chart string to be charged (**Line > Schedule > Distribution)**. Do NOT use the Distributions Section on the Requisition Header. See [Split Distributions](#) section for details on **how to split charges** between multiple funding sources.

23. **Percent** – leave blank.
24. ***GL Unit** – use look up.
25. **Account** – will default from category code – leave blank.
26. **Oper Unit** – leave blank.
27. ***Fund** – use look up.
28. ***Dept** – enter dept ID.
29. **Program** – enter if applicable.
30. **Class** – enter if applicable.
31. **Bud Ref** – leave blank. Click OK.

#D

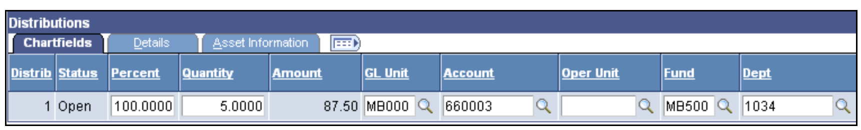


Figure 14: Requisition Defaults - Distribution Section (Example with one chartstring)

Step 2: Add Comments

20. Click the [Add Comments]link from the Requisition page (Figure 15).
21. The **Line Comments page** will display (Figure 16).
22. **Sort Method –** accept default.
23. **Sort Sequence –** for use when there is a series of comments.

Comments Section:

24. Copy Standard Comments – not used at CSUMB.
25. Copy Item Specs - not used at CSUMB.
26. Enter comments in the following format:
    - Name (of person creating the requisition)
    - Telephone number and extension
    - Building number
    - Total $ Amount
    - FAX # of the Person
    - Chartstring

32. Click Send to Vendor, Receipt and at Voucher.

33. Click OK when you have finished entering information on this page. This will take you back to the **Requisition Form** page.

Associated Documents Section:

34. Attach any documents for Procurement office to review.

35. Click OK.

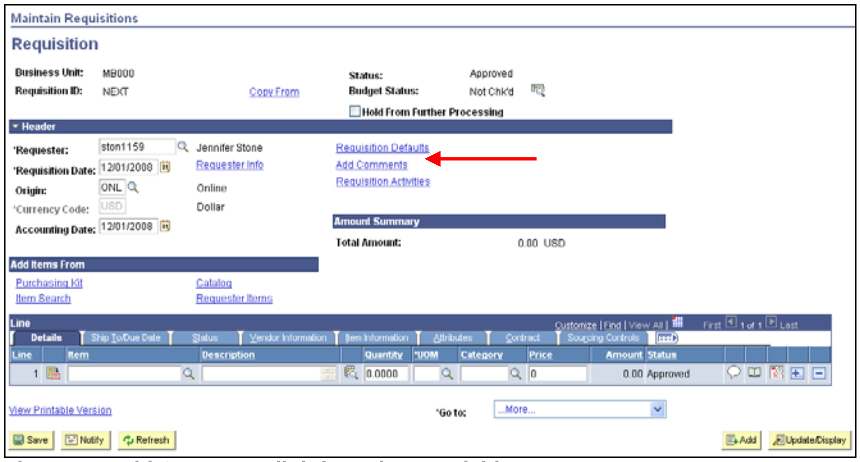


Figure 15: Add Comments link from the Requisition page

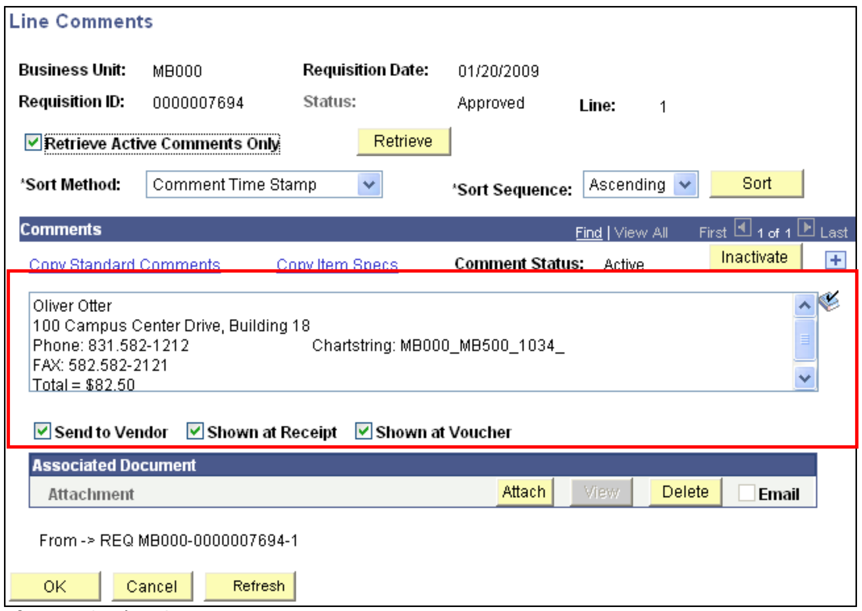


Figure 16: Line Comments page

NOTE: If you do not select these 3 check boxes, Receiving and Accounts Payable will not have your contact and delivery information.

Figure 17: Comment to Ship to a Different Location (check Receiving Only)

Step 3: Line Details Section

1. **Item** – leave blank
2. ***Description -** This description will be carried through the audit trail; make it precise.
3. Alternately, use the **Long Item Description** if needed.

   Click after the **Description** field to view the entire description. You may wish to expand the description first, then type it in. This way the entire description is visible as you are typing it in. Use the top text field only.
4. From the **Long Item Description** page click OK to return to the **Requisition Form** page.
5. **Quantity** – enter number or items
6. ***UOM** – enter either **EA** or **LOT** for contracts and services.
7. **Category** – value defaults from requisition header. Accept default.
8. **Price** – enter price for each item or the service.
9. If only one line, click on the Line Comments next and proceed to instructions on Page 11.

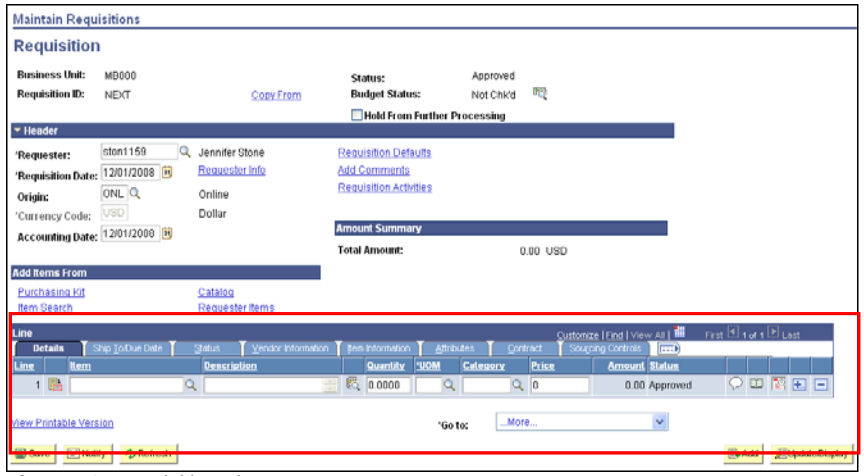


Figure 18: Requisition Lines

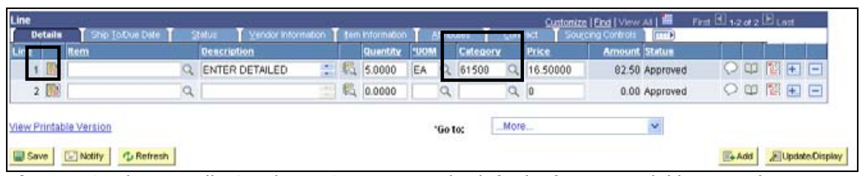


Figure 19: Line Details Section – Category code defaults from Requisition Header

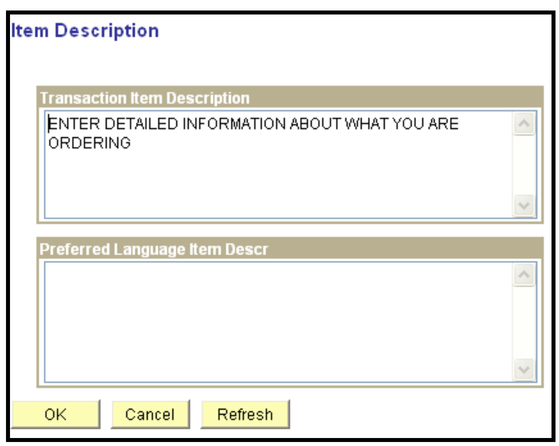


Figure 20: Long Item Description page

Add/Delete Requisition Lines

- If you are ordering **more than one item** from this vendor, you may add it at this point. Otherwise, proceed to Line Comments (Item 31, page 11).
- If you are **splitting the source of funding** for any item (s), you will need to create a **separate** Line for each item so that the Line Distribution will reflect the different source of funding. Proceed to Step 3b.

27. If you have more than one line item in this Requisition, click [+...] at the end of the last line to add a line.
28. After all Lines are added, check to make sure that the **Total Amount** displayed is correct.
29. You will be prompted for the number of rows to add. Enter the number of rows and click [OK].
30. To delete a line item from the Requisition, click [–] at the end of the line you wish to delete.

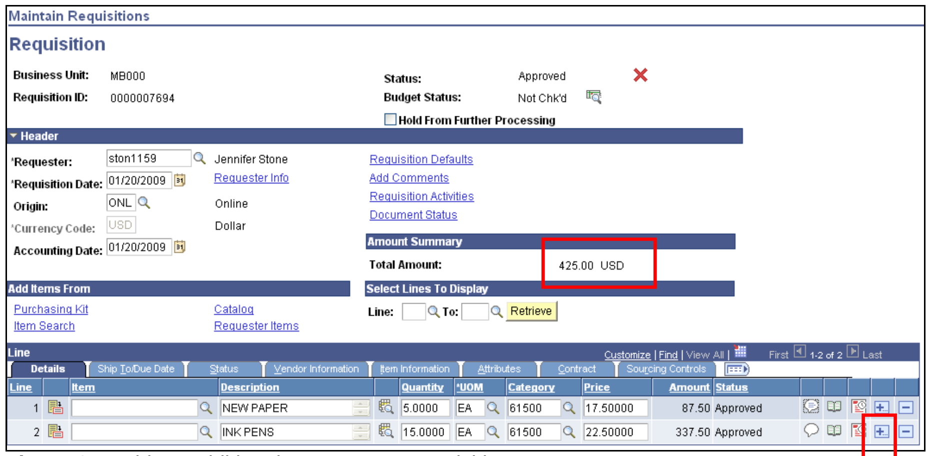


Figure 21: Add an Additional Item to your Requisition

Figure 22: Add Additional Rows

Step 3a - Line Comments

31. **Comments**– click the [comment icon] for each line and follow instructions below.
32. When all lines are entered, click [Save]. A Requisition ID is assigned.

Figure 23: Comments link on Line Section

If more than one department or account is to be charged for an order (multiple distributions) go to next section (Split Distributions). If not, proceed to Step 4 (Budget Check Section).

Step 3b – Split Distributions

Requisition Lines:

36. Ensure that a separate Line is created for each item to be split.
37. Click the icon for <u>each line</u>, open the **Schedule** page.

Figure 24: Schedule link on Line Section

Schedule Page:

38. Click icon on the schedule page to open **Distribution** page.
39. The Distribution page for that Line will display.

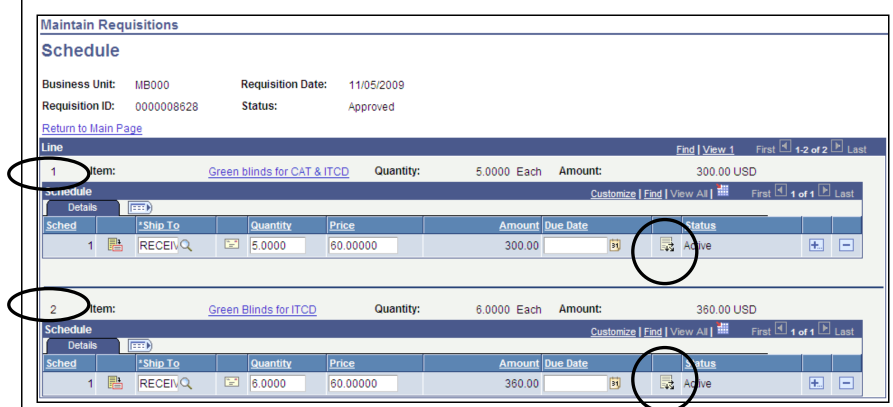


Figure 25: From the Schedule page, select the Distribution icon

Distributions Section:

40. Enter the Chartstring for the specific line.
41. Click **OK**.
42. **Repeat** for any other Line items that require funding distributions to be split (if applicable).
43. Click **Save**.

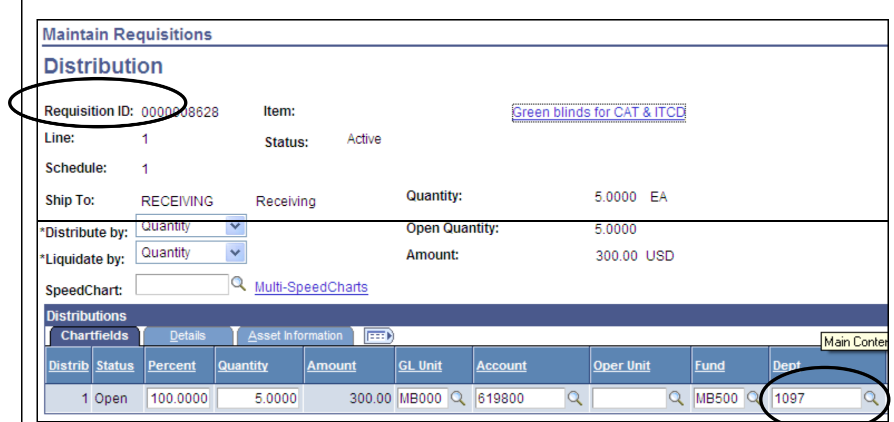


Figure 26: Line 1 Distribution page

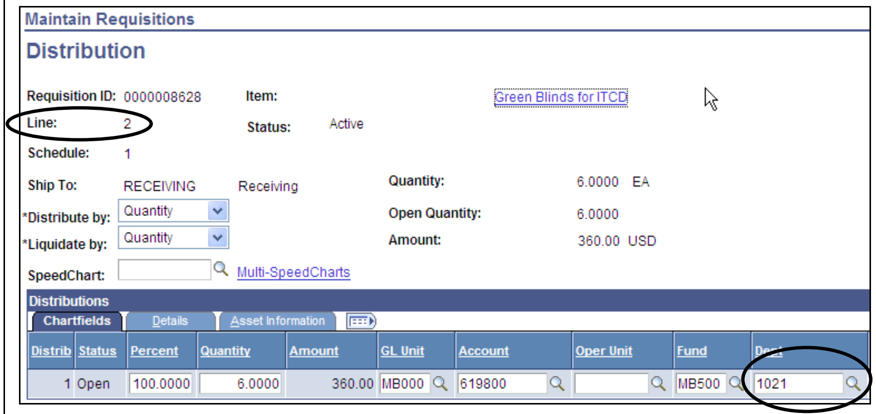


Figure 27: Line 2 Distribution

Step 4: Budget Check

On the **Maintain Requisition** page, you have one last chance to verify information entered before it is saved and printed. Once you print it, only the Purchasing Office can make changes to the information entered.

1. **Status –** status will default to Approved.
2. - Change order feature is not used at CSUMB.
3. **Cancel** - click here for procedures on how to Cancel a Requisition.
4. **Budget Status** – if status is **Not Chk'd**, click the to begin the process.
5. The budget status will change to **Valid** (Figure 27).

Note: Write down the Requisition number for future reference.

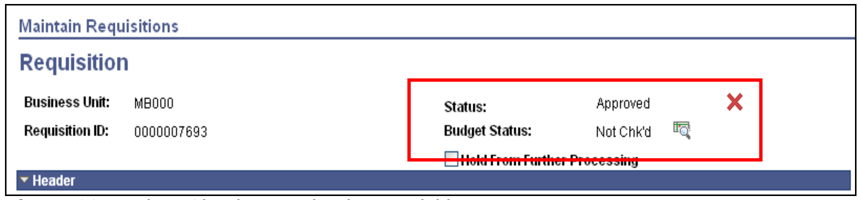


Figure 28: Budget Check on Maintain Requisitions page

Figure 29: Budget Status = Valid when budget check is successful

Step 5: Print a Requisition

Note: You <u>cannot</u> change information in the Requisition once it has been **printed**. Write any required changes on the printed Requisition and your Purchasing Agent will make the necessary change in the Purchase Order.

Navigation:

Main Menu > Purchasing > Requisitions > Reports > **Print Requisition**

Find a New or Existing Run Control ID

If this is the first time you have run this report, create a new Run Control ID:

1. Select **Add a New Value** Tab.
2. Enter a Run Control ID (e.g. Print_Requisition)
3. Click Add.

If you have already set up a Run Control ID:

1. Select Find an Existing Value Tab.
2. Click Search.
3. Select the correct ID from the list (if this is the only Run Control, the page will open directly).

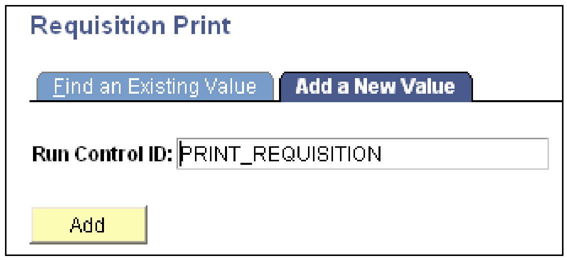


Figure 30: Create a new Run Control ID if necessary

Figure 31: Find an Existing Value

Set Up Run Control

This report can be run for a specific Requisition, or range a of requisition dates.

4. **Business Unit** – use look up to select correct business unit code.
5. **Requisition ID** – enter the Requisition ID or use the look up to select the correct ID.
6. **Statuses to Include –** click Select All.
7. Click Save.
8. Click Run.
9. The process monitor page will display.

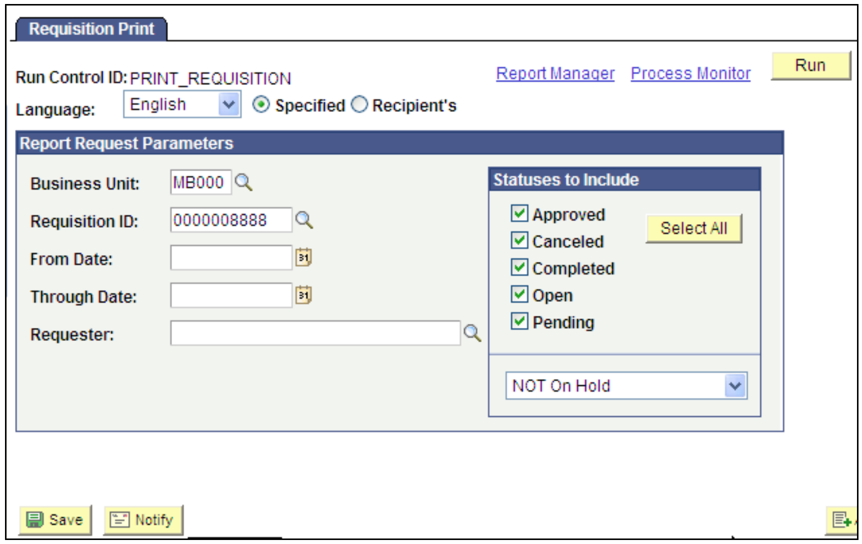


Figure 32: Run Control Set up

Process Scheduler Request

Reports may be run to a .pdf format (read only) or to a .cvs format (which can be opened using Excel).

10. **Server Name** – select the **PSUNX** Server.
11. **Select** – make sure the current report is selected.
12. **Type** – select **Web**.
13. **Format** – select **PDF**.
14. Click OK.
15. A **Process Instance** number will display on the top right of the Run Control Page.
16. Click the Process Monitor link.
17. The Process List will display (Figure 33).
18. Click the Refresh until:

    Run Status = Success

    Distribution status = "Posted"

    Details = Details
19. Click Details link.
20. Click on the Report Name ending with **.PDF**.
21. The report will open.

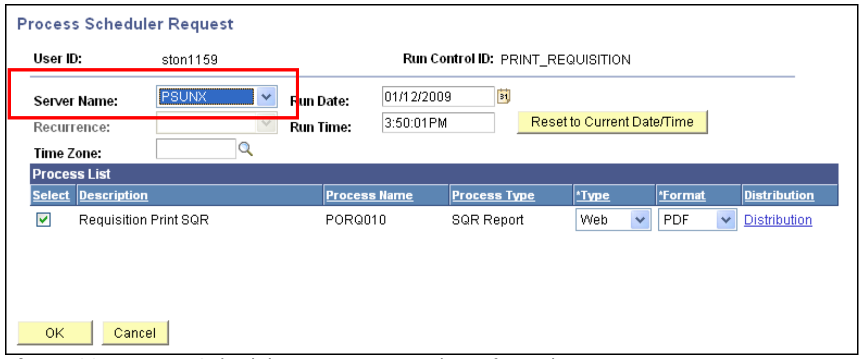


Figure 33: Process Scheduler Request page (**PDF** format)

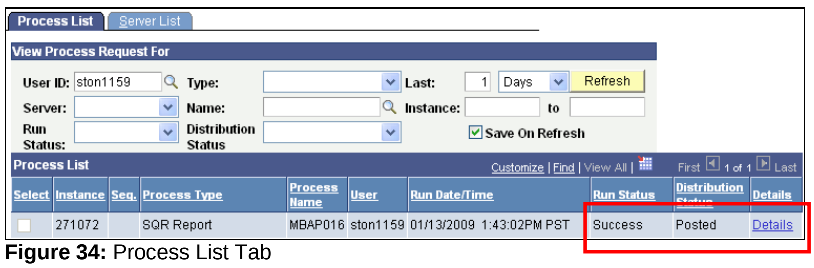


Figure 34: Process List Tab

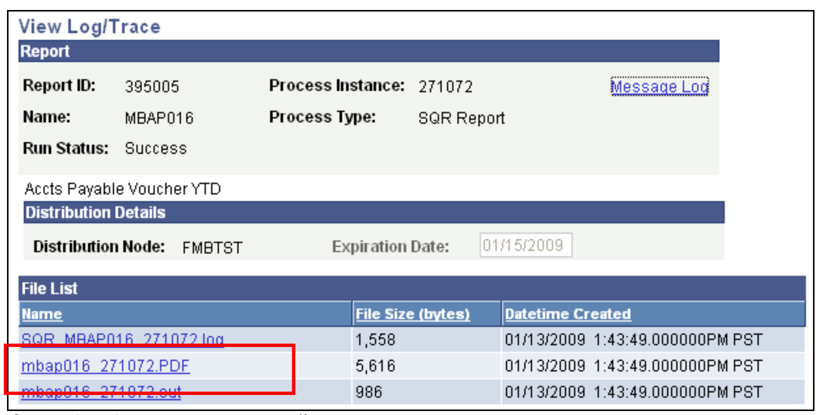
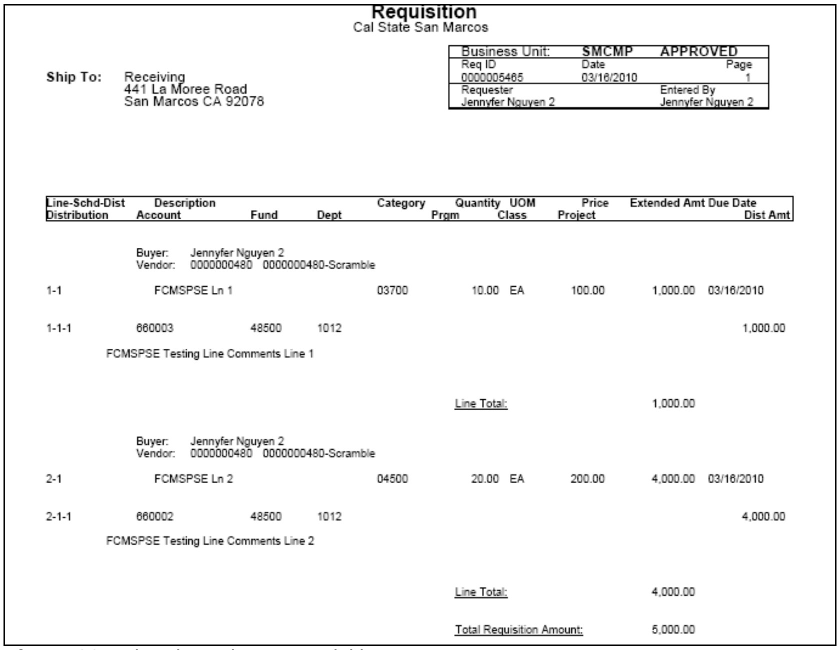


Figure 35: Open PDF Report File

Report Output

22. Click on the printer icon  on the Explorer toolbar to print the requisition.
23. If you need to save the electronic PDF file then save it to a private directory on the network.
24. Close the Adobe Acrobat window.
25. Click on the **Home** link in the upper-right hand corner of the CMS screen to return to the main menu.
26. If you are finished working in CMS Finance, click the **Sign Out** link.



Requisition
Cal State San Marcos

Ship To: Receiving
441 La Moree Road
San Marcos CA 92078

Business Unit:	SMCMP	APPROVED
Req ID	Date	Page
0000005465	03/16/2010	1
Requester		Entered By
Jennyfer Nguyen 2		Jennyfer Nguyen 2

Line-Schd-Dist / Distribution	Description / Account	Fund	Dept	Category / Prgm	Quantity	UOM / Class	Price / Project	Extended Amt	Due Date / Dist Amt
	Buyer: Jennyfer Nguyen 2 Vendor: 0000000480 0000000480-Scramble								
1-1	FCMSPSE Ln 1			03700	10.00	EA	100.00	1,000.00	03/16/2010
1-1-1	660003	48500	1012						1,000.00
	FCMSPSE Testing Line Comments Line 1								
				Line Total:				1,000.00	
	Buyer: Jennyfer Nguyen 2 Vendor: 0000000480 0000000480-Scramble								
2-1	FCMSPSE Ln 2			04500	20.00	EA	200.00	4,000.00	03/16/2010
2-1-1	660002	48500	1012						4,000.00
	FCMSPSE Testing Line Comments Line 2								
				Line Total:				4,000.00	
				Total Requisition Amount:				5,000.00	

Figure 36: Printed Purchase Requisition

NOTE: After appropriate signatures are obtained, route to the Procurement Office.

Other Functions

Retrofit Fields Page

1. If you make changes to the Requisition Defaults page <u>after you have entered line item</u> information, when you click **OK** at the bottom of the Header Details page, you will see the *Retrofit field changes* page (Figure **37**).

2. Select **<u>Mark All</u>**, and click **OK**. This will return you to the *Requisition Form* page.

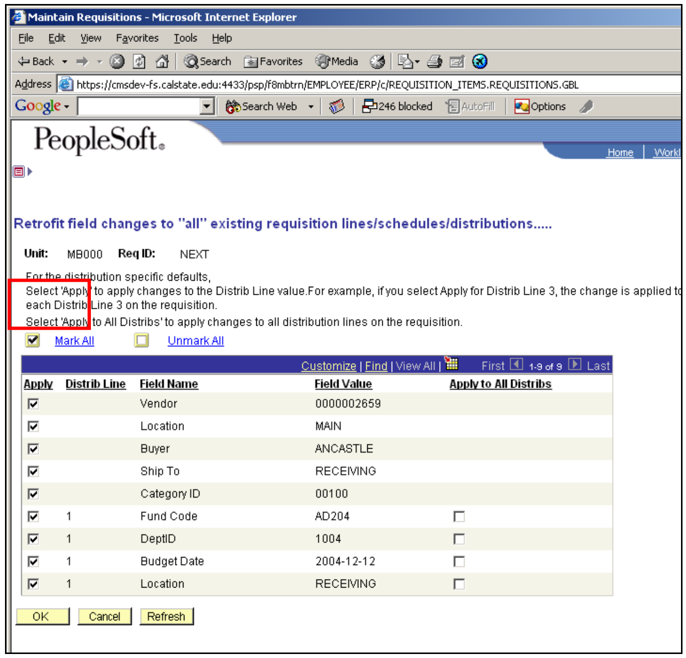


Figure 37: Mark All to carry defaults to all requisition lines

Cancel Purchase Requisitions

NOTE: Purchase requisitions that have been sourced into Purchase Orders **cannot** be canceled and may only be modified by the Purchasing Department.

1. Click ✖ to cancel the requisition.
2. If you cancel the requisition, you will see the warning messages in Error! Reference source not found..
3. If you agree that you wish to cancel the requisition, click **Yes**.

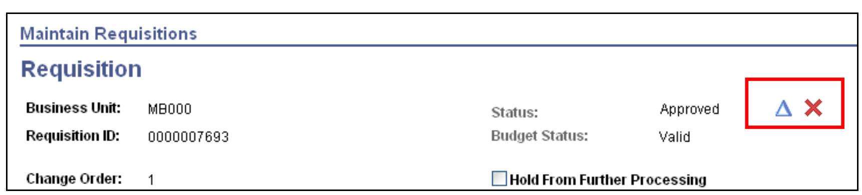


Figure 38: Cancel a Requisition that has been budget checked

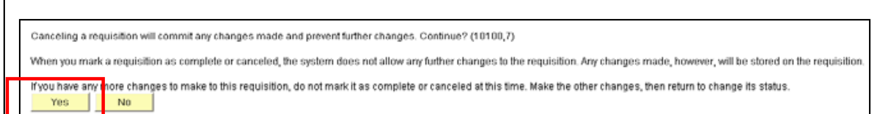


Figure 39: Warning message prior to canceling a Requisition

Change Vendor Name

1. Find Requisition.
2. Navigate to the **Requisition Defaults** page.
3. **Vendor** - clear the existing Vendor name.
4. **Look up new vendor name** – use the look up to find the new Vendor.
5. Click OK.
6. The **Retrofit field changes** page will display.
7. Click the Mark All link. The action will apply to all fields and distribution lines.
8. Click OK.
9. Click Save at the Requisition page.

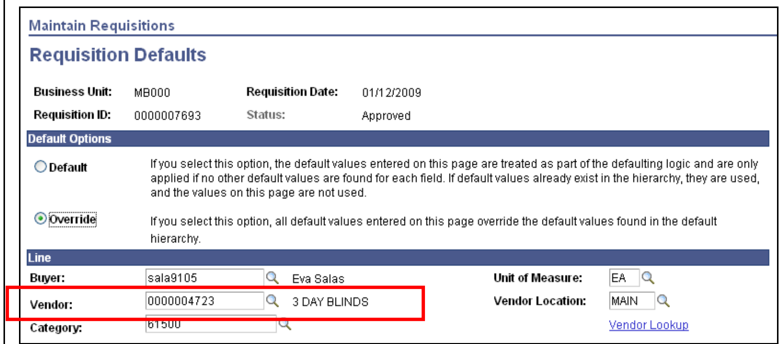


Figure 40: Change Vendor Name on Requisition Default page

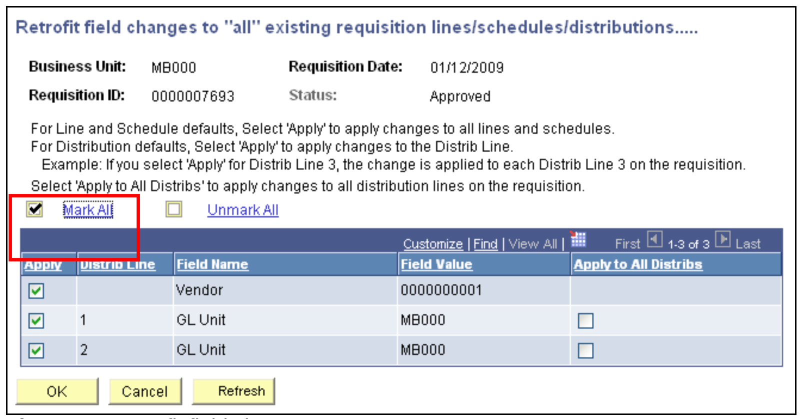


Figure 41: Retrofit field changes page

View Change History

This view displays a summary of the date and person who made updates to a specific requisition.

Main Menu > Purchasing > Requisitions > **Change History**

1. **Business Unit** – enter MB000 or use look up to select value.
2. **Requisition ID** – enter requisition ID or leave blank and click Search.

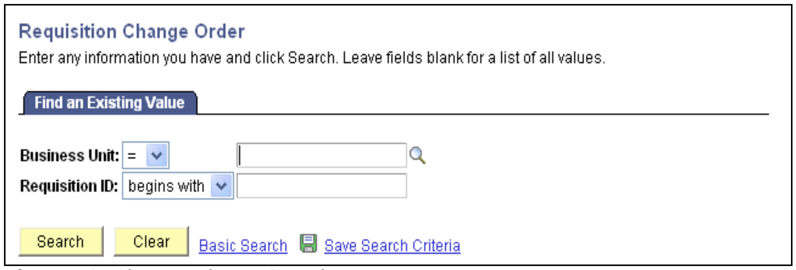


Figure 42: Change History Search page

Figures 38 - 40 show examples of information describing changes made to the Purchase Requisition.

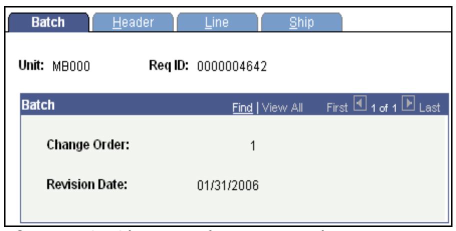
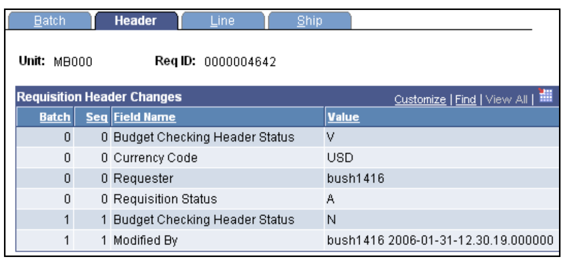
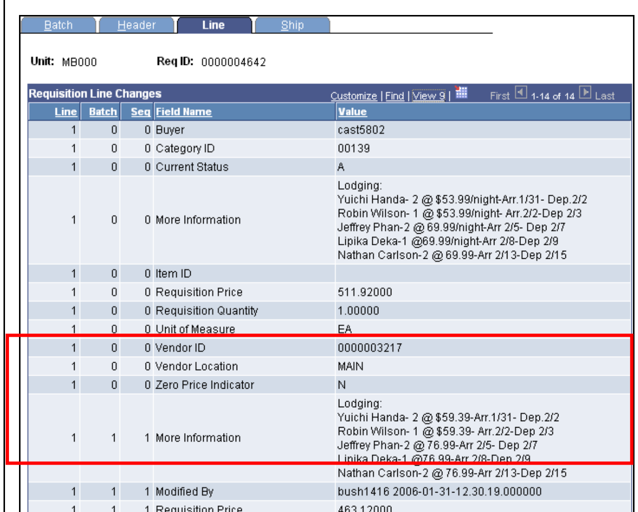


Figure 43: Change History - Batch



Batch	Seq	Field Name	Value
0	0	Budget Checking Header Status	V
0	0	Currency Code	USD
0	0	Requester	bush1416
0	0	Requisition Status	A
1	1	Budget Checking Header Status	N
1	1	Modified By	bush1416 2006-01-31-12.30.19.000000

Figure 44: Change History - Header Changes page



Line	Batch	Seq	Field Name	Value
1	0	0	Buyer	cast5802
1	0	0	Category ID	00139
1	0	0	Current Status	A
1	0	0	More Information	Lodging: Yuichi Handa- 2 @ $53.99/night-Arr.1/31- Dep.2/2 Robin Wilson- 1 @ $53.99/night- Arr.2/2-Dep 2/3 Jeffrey Phan-2 @ 69.99/night-Arr 2/5- Dep 2/7 Lipika Deka-1 @69.99/night-Arr 2/8-Dep 2/9 Nathan Carlson-2 @ 69.99-Arr 2/13-Dep 2/15
1	0	0	Item ID	
1	0	0	Requisition Price	511.92000
1	0	0	Requisition Quantity	1.00000
1	0	0	Unit of Measure	EA
1	0	0	Vendor ID	0000003217
1	0	0	Vendor Location	MAIN
1	0	0	Zero Price Indicator	N
1	1	1	More Information	Lodging: Yuichi Handa- 2 @ $59.39-Arr.1/31- Dep.2/2 Robin Wilson- 1 @ $59.39- Arr.2/2-Dep 2/3 Jeffrey Phan-2 @ 76.99-Arr 2/5- Dep 2/7 Lipika Deka-1 @76.99-Arr 2/8-Dep 2/9 Nathan Carlson-2 @ 76.99-Arr 2/13-Dep 2/15
1	1	1	Modified By	bush1416 2006-01-31-12.30.19.000000
1	1	1	Requisition Price	463.12000

Figure 45: Change History - Line page

Copy Requisitions

When creating a new requisition, you have the option of copying the details from a previous requisition, if desired. You may copy any requisition, not just those that you've created in the past.

1. Create a new Purchase Requisition (Steps 1 - 4).
2. Click the Copy From link.
3. The Copy Requisition page will display.
4. **Requisition ID** – enter the Requisition ID or use the look up to find the requisition that you would like to copy.
5. Click Search. Requisition information will display.
6. **Select (sel)** - Check the box to the left of the Requisition that you want to copy.
7. Click OK.
8. All requisition information will be copied, but you can make changes to it before you save it as a new purchase requisition.

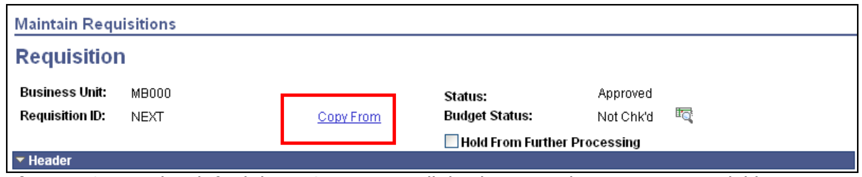


Figure 46: Header default has "Copy From" link when creating a NEW Requisition

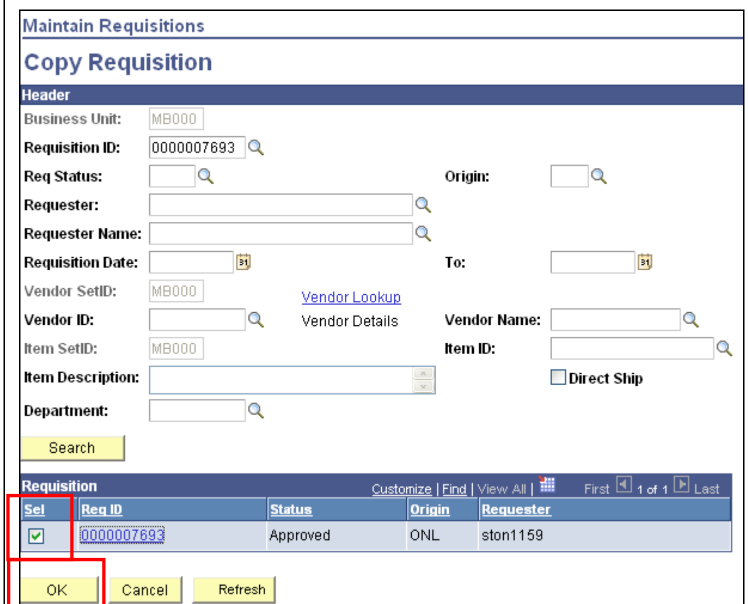


Figure 47: Copy Requisition Page

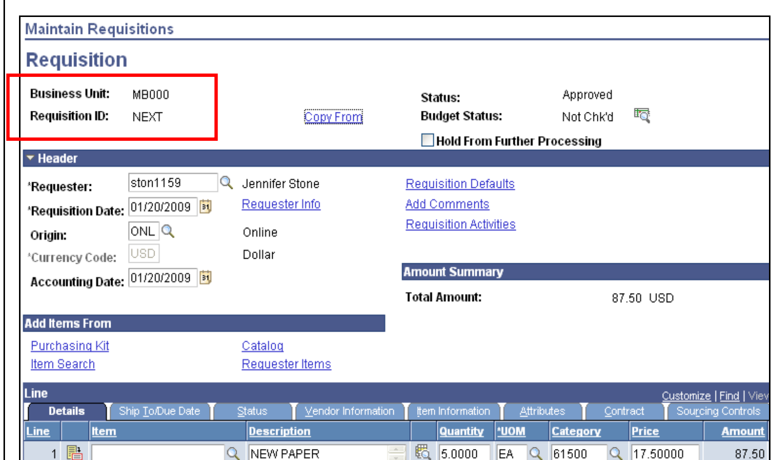


Figure 48: Copied (Imported) requisition

Fix Vendor Name/Address

Vendor contact information does not appear on Purchase Requisition.

Workaround

1. Open the Requisition (Purchasing > Requisitions > Maintain Requisitions > Find an Existing Value)
2. From the Form page, click on the **Requisition Defaults** link.
3. Verify that the **Vendor ID** is correct.
4. Verify that **Vendor Location** = MAIN. (If it does not, select MAIN from the list).
5. Click OK.
6. On the **Retrofit field changes**... page, click **Mark All** to copy the Vendor Location to all lines in the requisition.
7. Click OK.
8. On the Form page, click Save to re-save the requisition.
9. Re-print the requisition.

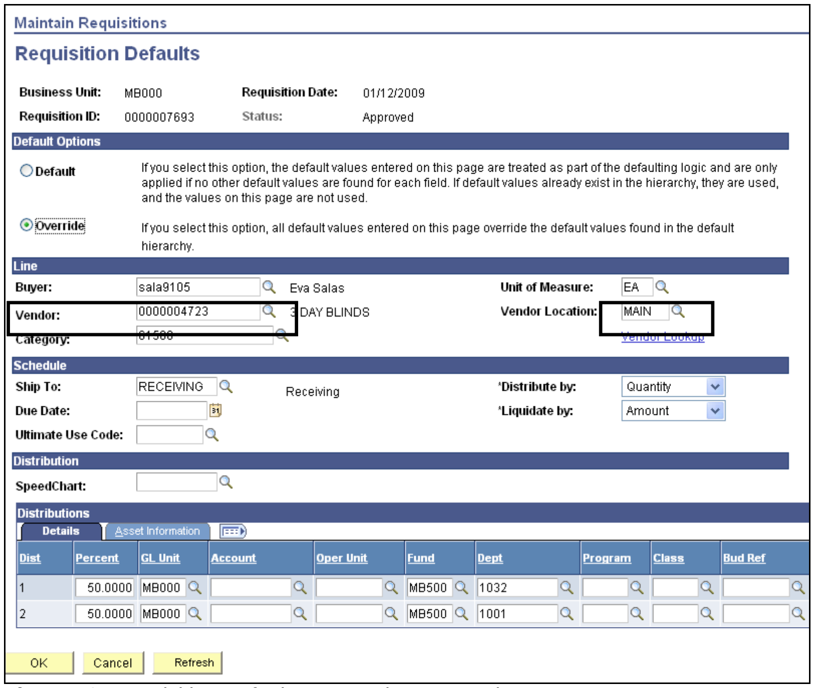


Figure 49: Requisition Defaults page - change Vendor Name

Following up on your Requisition

Procurement website: http://bss.csumb.edu/site/x5474.xml

Contacts:

Purchasing:

Eva Sales (x3571) – Requisitions, PO's, PO Alterations, Vendor Data Records, Procard, performer/speaker agreements
Reyola Carlisle (x3506) - Construction contracts

Accounts Payable:

Includes invoices, payment requests personal reimbursement and petty cash:
Jennifer Benallal (x4758) (Vendors A-M)
Cory Castaneda x4605 (Vendors N-Z)
Deanna Aromin (x3711) (Travel)

Submit Invoice to Accounts Payable:

If Accounts Payable receives the invoice, they will forward it to the Department.

The Department is responsible for the following:

1. Verify that the invoice matches the Purchase Order by looking in the Purchase Order Inquiry:
    a. Main Menu > Purchasing > Purchase Orders > **Purchase Orders**
    b. Search by Vendor Name or other available search criteria
    c. Verify the following pieces of information in order to avoid an exception to the check generating process: amount, unit price, distribution amount (Amt or Qty), Sales Tax, Receiving.
2. If goods were shipped to Receiving, send packing slip to Receiving so that the system is updated to "Received". If goods were shipped to the Department, omit this step.
3. If invoice does not match the PO, contact the vendor for clarification. If the PO needs to be altered, contact the Buyer.
4. Ensure that the invoice has the following information:
    a. Received by
    b. Date
    c. P.O. number
    d. Account #
    e. Amount
    f. Final Bill (Y/N)

Inquiry Pages:

To follow up on the status of a completed Purchase Requisition, you may use one or more of the following inquiry pages (see separate job aids for details):

1. **Requisition Document Status** – Main Menu > Requisitions > Review Requisition Information > Document Status
2. **Requisition Inquiry** - Main Menu > Requisitions > Review Requisition Information > Requisitions
3. **Open Commitment Report** – Main Menu > Monterey Bay > PO > Reports > Open Commitment Report
4. **PO Inquiry** - Main Menu > Purchasing > Purchase Order > Review PO Information > Purchase Orders

Appendix A: Correct Chartfield Distribution Error

Use these steps to correct chartfield distribution errors, especially when the system displays the "Correct ChartFields Combination Error" message (Figure 49):

1. If for a single distribution, verify/edit the Requisition Defaults information, or,
2. If for a split distribution, verify the Schedule—Distributions page information.
3. Verify/edit the Retrofit Field Changes page.
4. Deselect the Hold From Further Processing checkbox.
5. Run the Approve and Budget Check processes.

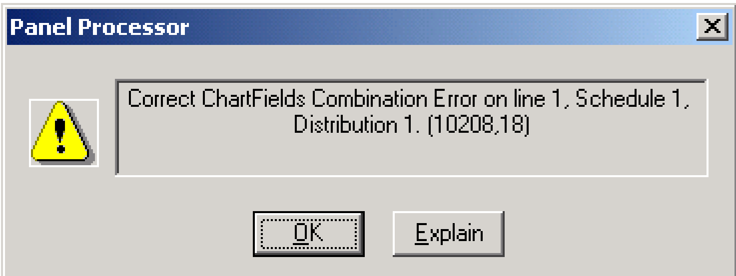


Figure 49: Correct ChartFields Combination Error message.

Verify the Requisition Distributions

Single Distribution

1. From the Maintain Requisitions page, click Requisition Defaults link.
2. Verify that the following are correct:

GL Unit - Business Unit Account. Must be an EXPENSE account, beginning with 6.

Fund Code - Fund, e.g., MB500 for General Fund.

Dept - Department ID.

Program - If applicable, click to see valid values, or type in Program code.

Class - If applicable, click to see valid values, or type in Class code.

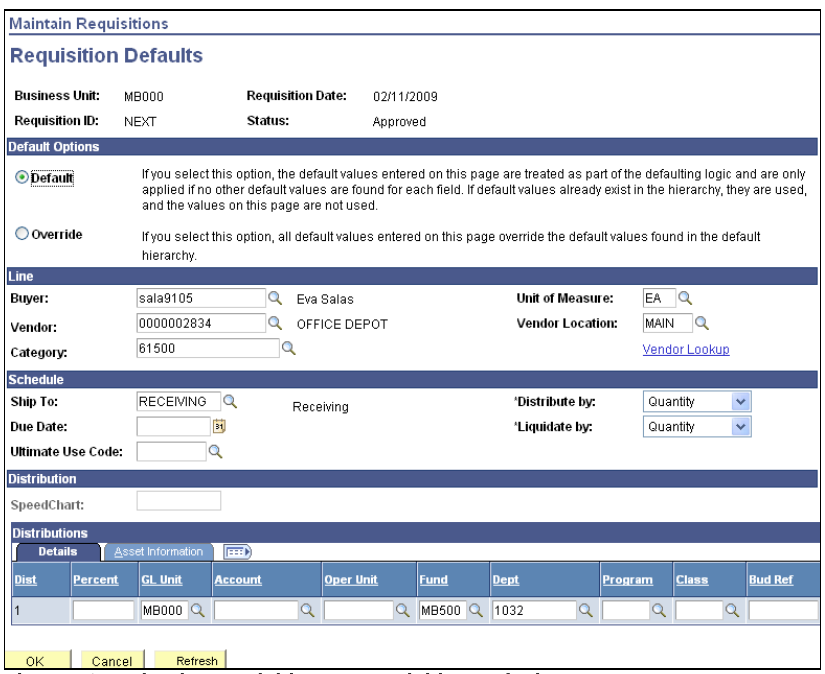


Figure 50: Maintain Requisitions—Requisition Defaults page.

Project - If applicable, click to see valid values, or type in Project code.

NOTE: Although you will not see the account number on the screen, the account number will be added to the chartfield distribution for each line on the requisition.

Click OK. This will bring you to the **Retrofit Field Changes** page.

Split Distribution

1. Refer to page 12, Step 3b of this job aid for instructions on viewing and editing split distributions.
   a. On the Maintain Requisitions page click the Line Schedule icon.
   b. On the Schedule page click the Line Distribution icon.
   c. Verify/edit the ChartFields as needed.
   d. Click **OK**. This will bring you to the **Retrofit Field Changes** page.

Verify the Retrofit Field Changes

1. On the Retrofit Field Changes page click the **Mark All** link.

   If this does not automatically check all of the **Apply** boxes below, then select each of them individually.

2. Click OK.

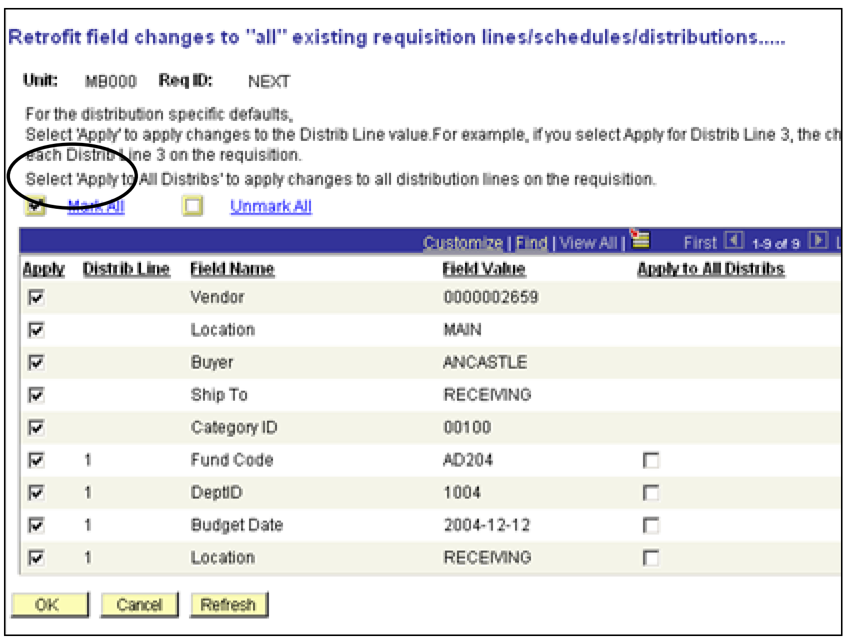


Figure 51: Retrofit Field Changes page.

Perform Approval and Budget Check

1. Refer to page 13, Step 4 of this job aid for instructions on Budget Checking a purchase requisition.
   a. On the Maintain Requisitions page, if the **Hold From Further Processing** checkbox is selected, de-select it.
   b. If the **Approval** icon is available, click on it. After the Requisition is approved, the Status will change from Open to Approved.
   c. Click the **Budget Check** Icon. Once the Requisition is budget checked the Budget Status changes from Not Chk'd to Valid.
   d. Click **Save**.