

## Requisition Data Entry Guide

Requisition Defaults Panel		
Vendor	Required	Select from database, request new vendor
Buyer	Optional	Select value from list
Ship To	Defaults	Use default or select value from dropdown list
Location	Defaults	Use default or select value from dropdown list
Due Date	Do Not Use	Leave Blank
GL Unit	Defaults	NCSU1 Default
Speedchart	Required	Use appropriate Dept FAS account number
Account	Required	Use appropriate object code or select value from list
Stat	Do Not Use	Leave Blank
Requisition Form Panel		
Requestor	Default	Use default
Category	Optional	Leave Blank or Insert Special Cat ID
Description	Required	Enter description (28 char max)
Quantity	Required	Enter quantity
UOM	Default	Use default or select from list
Price	Required	Enter price
Ship To	Default	Defaults from previous panel
Due Date	Do Not Use	Leave Blank
Requisition Comments Sub-Panel		
Comments	Optional	Enter Comments --Line Item Specifications
Requisition Schedule Sub-Panel		
Distribute By	Default	Default is Quantity or Select Amount
Requisition Distribution Sub-Panel		
Amount	Optional	Amount defaults from first panel. Change Amount and insert row to add additional account/project number(s) by amount.
Quantity	Optional	Amount defaults from first panel. Change Amount and insert row to add additional account/project number(s) by amount.
Location	Required	Replace the "UPDATE" with the location code.
Details Sub-Panel		
GL Unit	Default	NCSU1 Default
Speedchart	Default	Enter new FAS account number if applicable
Account	Default	Enter new object code if applicable
Header Details Panel		
Comments	Required	Enter "Ship to" name and campus phone #
Comments	Optional	Enter Technical Contact name and campus phone #
Comments	Optional	Enter any comments that pertain to entire order
Comments	Optional	Enter any notes to the Buyer
Comments	Optional	Additional Vendor Information