



# Line Item Options

This guide outlines the process for all options relating to the line item itself. The list below will help reference where in the document contents appear.

## Contents

ADDING ADDITIONAL LINE ITEMS..... 2

DELETING ADDITIONAL LINE ITEMS..... 3

ADD LINE ITEM COMMENTS ..... 4

SPLITTING CHARTFIELD DISTRIBUTION..... 5

VERIFICATION OF COMPLETE REQUISITION..... 8

ZERO PRICE INDICATOR..... 10

NOTIFICATION ..... 11

REQUISITION ACTIVITIES ..... 12

### Purchasing > Requisition > Add/Update Requisitions

#### Requisitions

Use the following search to look for an existing Requisition.

**Find an Existing Value** | **Add a New Value**

---

**Business Unit:** = ▾  🔍

**Requisition ID:** begins with ▾

**Requisition Status:** = ▾

**Origin:** begins with ▾  🔍

**Requester:** begins with ▾  🔍

**Requester Name:** begins with ▾  🔍

**Hold From Further Processing**

**Case Sensitive**

[Basic Search](#)

1. Enter the Business Unit; STCMP
2. Enter the Requisition ID OR enter the Requestor User ID
3. Click on the Search button

[Find an Existing Value](#) | [Add a New Value](#)



Search Results

View All First 1-4 of 4 Last

| Business Unit | Requisition ID | Requisition Status | Origin | Requester | Requester Name | Hold From Further Processing |
|---------------|----------------|--------------------|--------|-----------|----------------|------------------------------|
| STCMP         | 000000012      | Open               | ONL    | REQUESTER | Requester      | N                            |
| STCMP         | 000000009      | Open               | ONL    | REQUESTER | Requester      | Y                            |
| STCMP         | 000000007      | Open               | ONL    | REQUESTER | Requester      | Y                            |
| STCMP         | 000000005      | Approved           | ONL    | REQUESTER | Requester      | N                            |

[Find an Existing Value](#) | [Add a New Value](#)

4. Select the requisition from the Search Results

ADDING ADDITIONAL LINE ITEMS

Requisition

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

**Header**

\***Requester:** 90000002522 Requester [Requisition Defaults](#)  
\***Requisition Date:** 05/18/2011 [Requester Info](#) [Add Comments](#)  
**Origin:** ONL Online Entry [Requisition Activities](#)  
\***Currency Code:** USD Dollar  
**Accounting Date:** 05/18/2011

**Amount Summary**


**Total Amount:** 0.00 USD

**Add Items From**

[Purchasing Kit](#) [Catalog](#)  
[Item Search](#) [Requester Items](#)

**Line**

| Line | Description           | Quantity | *UOM | Category | Price   | Amount | Status |
|------|-----------------------|----------|------|----------|---------|--------|--------|
| 1    | Computer-Dell Compact | 1.0000   | EA   | 20800    | 1500.00 | 0.00   | Open   |

5. Select the  icon to add an additional line item to a requisition

Explorer User Prompt

Script Prompt:  
Enter number of rows to add:

6. Click the OK button



**Requisition**

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

**Header**

\*Requester: 90000002522      Requestor  
 \*Requisition Date: 05/18/2011      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar

Accounting Date: 05/18/2011

**Amount Summary**

Total Amount: 1,500.00 USD

**Add Items From**

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

| Line | Description           | Quantity | UOM | Category | Price       | Amount   | Status |
|------|-----------------------|----------|-----|----------|-------------|----------|--------|
| 1    | Computer-Dell Compact | 1.0000   | EA  | 20800    | 1,500.00000 | 1,500.00 | Open   |
| 2    |                       | 0.0000   |     |          | 0           | 0.00     | Open   |

7. Enter the item description -Descriptions must begin with a word that describes what you are purchasing; for example: computer, plants, etc
8. Enter the quantity
- 9.
10. Enter the UOM; Unit of Measure
11. Enter the Category
12. Enter the price per unit

**DELETING ADDITIONAL LINE ITEMS**

**Requisition**

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

**Header**

\*Requester: 90000002522      Requestor  
 \*Requisition Date: 05/18/2011      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar

Accounting Date: 05/18/2011


**Amount Summary**

Total Amount: 1,500.00 USD

**Add Items From**

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

| Line | Description           | Quantity | UOM | Category | Price       | Amount   | Status |
|------|-----------------------|----------|-----|----------|-------------|----------|--------|
| 1    | Computer-Dell Compact | 1.0000   | EA  | 20800    | 1,500.00000 | 1,500.00 | Open   |
| 2    |                       | 0.0000   |     |          | 0           | 0.00     | Open   |

13. Select the  icon to delete a line from the requisition



### ADD LINE ITEM COMMENTS

Maintain Requisitions

**Requisition**

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

**Header**

\*Requester: 90000000338      Requirer      [Requisition Defaults](#)  
 \*Requisition Date: 04/20/2011      [Requester Info](#)      [Edit Comments](#)  
 Origin: ONL      Online Entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/20/2011


**Amount Summary**

Total Amount: 0.00 USD

**Add Items From**

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

| Line | Description | Quantity | *UOM | Category | Price | Amount | Status |
|------|-------------|----------|------|----------|-------|--------|--------|
| 1    |             | 0.0000   |      |          | 0     | 0.00   | Open   |

14. Select the Line  
 Comments icon  to enter comments pertaining to this line only

**NOTE: Line Comments are used specifically for the item you are ordered. Comments can be directed towards the Vendor, Shipping & Receiving, or Accounts Payable.**

**Line Comments**

Business Unit: STCMP      Requisition Date: 05/26/2009  
 Requisition ID: NEXT      Status: Open      Line: 1

\*Sort Method:       \*Sort Sequence:      

**Comments**

[Copy Standard Comments](#)      [Copy Item Specs](#)      Comment Status: Active           

Send to Vendor     Shown at Receipt     Shown at Voucher

**Associated Document**

| Attachment | Attach                                | View                                | Delete                                | Email                          |
|------------|---------------------------------------|-------------------------------------|---------------------------------------|--------------------------------|
|            | <input type="button" value="Attach"/> | <input type="button" value="View"/> | <input type="button" value="Delete"/> | <input type="checkbox"/> Email |

From -> REQ STCMP-NEXT

**NOTE: Attachments should entered on Header Comments.**

15. Type the comments  
 16. Select who the comments are for  
 -Send to Vendor; if the comment need to be viewed by the vendor  
 -Shown at Receipt; if the comment needs to be viewed by receiving  
 -Shown at Voucher; if the comment needs to be viewed by Accounts Payable

17. Click the OK button



### SPLITTING CHARTFIELD DISTRIBUTION

Maintain Requisitions

**Requisition**

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

**Header**

\*Requester: 90000000338      Requester  
 \*Requisition Date: 04/20/2011      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 0.00 USD

**Add Items From**

Purchasing Kit      Catalog  
 Item Search      Requester Items

| Line | Description | Quantity | *UOM | Category | Price | Amount | Status |
|------|-------------|----------|------|----------|-------|--------|--------|
| 1    |             | 0.0000   |      |          | 0     | 0.00   | Open   |

18. Click Requisition Defaults

Maintain Requisitions

**Requisition Defaults**

Business Unit: STCMP      Requisition Date: 05/26/2009  
 Requisition ID: NEXT      Status: Open

**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 Location:      Vendor Lookup  
 Vendor:      Category:      Ship To:      \*Distribute by: Quantity  
 Due Date:      Ultimate Use Code:      \*Liquidate by: Quantity

**Distribution**

SpeedChart:      Distributions

| Dist | Percent | GL Unit | Account | Fund | Dept | Program | Location | Business Unit |
|------|---------|---------|---------|------|------|---------|----------|---------------|
| 1    |         | STCMP   |         |      |      |         |          |               |

OK      Cancel      Refresh

19. Select the Default radio button

20. Click the OK button



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

Business Unit: STCMP      Requisition Date: 05/18/2011  
Requisition ID: NEXT      Status: Open

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 Distributions' to apply changes to all distribution lines on the requisition.

[Mark All](#)       [Unmark All](#)

| Apply                    | Distrib Line | Field Name      | Field Value | Apply to All Distributions |
|--------------------------|--------------|-----------------|-------------|----------------------------|
| <input type="checkbox"/> |              | Vendor          | 0000000553  |                            |
| <input type="checkbox"/> |              | Vendor Location | 001         |                            |
| <input type="checkbox"/> |              | Ship To         | STANMAIN    |                            |
| <input type="checkbox"/> |              | Due Date        | 2011-05-31  |                            |
| <input type="checkbox"/> | 1            | GL Unit         | STCMP       | <input type="checkbox"/>   |
| <input type="checkbox"/> | 1            | Fund            | TS113       | <input type="checkbox"/>   |
| <input type="checkbox"/> | 1            | Dept            | 52300       | <input type="checkbox"/>   |
| <input type="checkbox"/> | 1            | Program         | 1157        | <input type="checkbox"/>   |
| <input type="checkbox"/> | 1            | Budget Date     | 2011-05-18  | <input type="checkbox"/>   |
| <input type="checkbox"/> | 1            | Location        | STANMSR180  | <input type="checkbox"/>   |

- 21. Click the Mark All link
- 22. Click the OK button

**NOTE: The retrofit message comes up anytime you make any changes to the Defaults page.**

Maintain Requisitions

Requisition

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

**Header**

\*Requester: 90000000338      Requester      [Requisition Defaults](#)  
 \*Requisition Date: 04/20/2011      [Requester Info](#)      [Edit Comments](#)  
 Origin: ONL      Online Entry      [Requisition Activities](#)  
 \*Currency Code: USD      Dollar


**Accounting**

Date: 04/20/2011      **Amount Summary**  
 Total Amount: 0.00 USD

**Add Items From**

[Purchasing Kit](#)      [Catalog](#)  
[Item Search](#)      [Requester Items](#)

| Line | Description | Quantity | *UOM | Category | Price | Amount | Status |
|------|-------------|----------|------|----------|-------|--------|--------|
| 1    |             | 0.0000   |      |          | 0     | 0.00   | Open   |

- 23. Click on the  Schedule icon

**NOTE: Splitting distributions must be done on each line item that needs to be split between funding sources.**



**Maintain Requisitions**  
**Schedule**


Business Unit: STCMP      Requisition Date: 05/26/2009  
Requisition ID: NEXT      Status: Open

[Return to Main Page](#)

| Line  | Item: | Description | Quantity: | 0.0000   | Each   | Amount:  | 0.0000 | USD |
|---|-------|-------------|-----------|----------|--------|----------|--------|-----|
| Schedule  |       |             |           |          |        |          |        |     |
| Customize   Find   View All   First   1 of 1   Last |       |             |           |          |        |          |        |     |
| Sched   | 1     | *Ship To    | Quantity  | Price    | Amount | Due Date | Status |     |
|   |       | STANMAIN    | 0.0000    | 0.000000 | 0.00   |          | Active |     |

[Add Ship To Comments](#)

Save    Notify    Refresh      Add    Update/Display

24. Click on the  Distribution icon

**Maintain Requisitions**  
**Distribution**

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

Ship To: STANMAIN    Stan Main      Quantity: 1.0000 LOT  
\*Distribute by: Amount      Open Amount: 2,500.000  
\*Liquidate by: Amount      Amount: 5,000.00 USD


SpeedChart:  [Multi-SpeedCharts](#)

| Distributions |          |         |       |       |         |         |     |
|---------------|----------|---------|-------|-------|---------|---------|-----|
| Chartfields   |          |         |       |       |         |         |     |
| Percent       | Amount   | Account | Fund  | Dept  | Program | Project |     |
| 50.0000       | 2,500.00 | 613001  | G0106 | 23099 |         |         | + - |

OK    Cancel    Refresh

25. Enter the percentage amount for the default chartfield string

26. Tab

27. Select the  icon to add an additional chartfield line

**Explorer User Prompt**

Script Prompt:  
Enter number of rows to add:

OK    Cancel

28. Enter the number of lines to add; i.e. if adding 2 more chartfield strings type in 2

29. Click the OK button



Maintain Requisitions

### Distribution

Requisition ID: NEXT      Item: [Blanket Order](#)

Line: 1      Status: Active

Schedule: 1

Ship To: STANMAIN      Stan Main      Quantity: 1.0000 LOT

\*Distribute by: Amount      Open: 5,000.000

\*Liquidate by: Amount      Amount: 5,000.00 USD

SpeedChart:  [Multi-SpeedCharts](#)

| Percent | Amount   | Account | Alt Acct | Fund  | Dept  | Program | Project |
|---------|----------|---------|----------|-------|-------|---------|---------|
| 50.0000 | 2,500.00 | 613001  |          | G0106 | 23099 |         |         |
| 50.0000 | 2,500.00 | 613001  |          | G0106 | 23099 |         |         |

OK    Cancel    Refresh

- 30. Change the Fund, Dept, Program, and Project
- 31. Repeat Steps #17-24 to enter more than one line distribution.
- 32. Click the OK button

**NOTE: Once the Ok button is selected the screen will return to the schedule page.**

Maintain Requisitions

### Schedule

Business Unit: STCMP      Requisition Date: 04/20/2011

Requisition ID: NEXT      Status: Open

[Return to Main Page](#)

Line 1      Item: [Blanket Order](#)      Quantity: 1.0000 Batch Lot      Amount: 5,000.00 USD

| Sched | Ship To | Quantity | Price       | Amount   | Due Date   | Status |
|-------|---------|----------|-------------|----------|------------|--------|
| 1     | STANM   | 1.0000   | 5,000.00000 | 5,000.00 | 05/18/2011 | Active |

Add Ship To Comments

Save    Notify    Refresh    Add    Update/Display

- 33. Click the Return to Main Page link

**NOTE: PeopleSoft will return back to maintain requisition screen.**

### VERIFICATION OF COMPLETE REQUISITION

Maintain Requisitions

### Requisition

Business Unit: STCMP      Status: Open

Requisition ID: 0000001401      Budget Status: Not Chk'd

[Copy From](#)       Hold From Further Processing

Header

\*Requester: 90000000338      Requester      [Requisition Defaults](#)

\*Requisition Date: 04/20/2011      [Requester Info](#)      [Edit Comments](#)

Origin: ONL      Online Entry      [Requisition Activities](#)

\*Currency Code: USD      Dollar

Accounting Date: 04/20/2011

Amount Summary

Total Amount: 5,000.00 USD

Add Items From      Select Lines To Display

[Purchasing Kit](#)      [Catalog](#)      Line:  To:  [Retrieve](#)

[Item Search](#)      [Requester Items](#)

| Line | Description   | Quantity | UOM | Category | Price       | Amount   | Status |
|------|---------------|----------|-----|----------|-------------|----------|--------|
| 1    | Blanket Order | 1.0000   | LOT | 96200    | 5,000.00000 | 5,000.00 | Open   |

- 34. Click on the Vendor Information tab



**Maintain Requisitions**

**Requisition**

Business Unit: STCMP      Status: Open  
Requisition ID: 0000001401      Budget Status: Not Chk'd  
[Copy From](#)       Hold From Further Processing

**Header**

\*Requester: 90000000338      Requester  
\*Requisition Date: 04/20/2011      Requisition Defaults  
Origin: ONL      Online Entry      Edit Comments  
\*Currency Code: USD      Dollar      Requisition Activities

Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 5,000.00 USD

**Add Items From**      **Select Lines To Display**

[Purchasing Kit](#)      [Catalog](#)      Line:      To:      [Retrieve](#)  
[Item Search](#)      [Requester Items](#)

**Line**

| Line | Description   | Vendor     | Vendor Name         | Location |
|------|---------------|------------|---------------------|----------|
| 1    | Blanket Order | 0000006517 | Delosso Family Farm | 001      |

35. Verify that the Vendor Name is populated on all line items; if not copy and paste vendor number into empty fields

**Maintain Requisitions**

**Requisition**

Business Unit: STCMP      Status: Open  
Requisition ID: 0000001401      Budget Status: Not Chk'd  
[Copy From](#)       Hold From Further Processing

**Header**

\*Requester: 90000000338      Requester  
\*Requisition Date: 04/20/2011      Requisition Defaults  
Origin: ONL      Online Entry      Edit Comments  
\*Currency Code: USD      Dollar      Requisition Activities

Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 5,000.00 USD

**Add Items From**      **Select Lines To Display**

[Purchasing Kit](#)      [Catalog](#)      Line:      To:      [Retrieve](#)  
[Item Search](#)      [Requester Items](#)

**Line**

| Line | Description   | Vendor     | Vendor Name         | Location |
|------|---------------|------------|---------------------|----------|
| 1    | Blanket Order | 0000006517 | Delosso Family Farm | 001      |

36. Click on the Attributes tab



**Requisition**

Business Unit: STCMP      Status: Open  
 Requisition ID: 0000001401      Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: 90000000338      Requester  
 \*Requisition Date: 04/20/2011      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 5,000.00 USD

**Add Items From**      **Select Lines To Display**

Purchasing Kit      Catalog      Line:      To:      Retrieve  
 Item Search      Requester Items

| Line | Description   | Physical Nature | Where Service Performed | Zero Price Indicator     | Amount Only              |
|------|---------------|-----------------|-------------------------|--------------------------|--------------------------|
| 1    | Blanket Order | Services        | Ship To                 | <input type="checkbox"/> | <input type="checkbox"/> |

View Printable Version      \*Go to: ...More...

Save    Notify    Refresh      Add    Update/Display

37. If this is a service order, select Services from the drop down menu under Physical Nature

38. Check the Amount Only box if the order is to be distributed by amount rather than quantity. For example-Blanket Orders

**ZERO PRICE INDICATOR**

**Requisition**

Business Unit: STCMP      Status: Open  
 Requisition ID: 0000001401      Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: 90000000338      Requester  
 \*Requisition Date: 04/20/2011      Requester Info  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 5,000.00 USD

**Add Items From**      **Select Lines To Display**

Purchasing Kit      Catalog      Line:      To:      Retrieve  
 Item Search      Requester Items

| Line | Description   | Physical Nature | Where Service Performed | Zero Price Indicator     | Amount Only              |
|------|---------------|-----------------|-------------------------|--------------------------|--------------------------|
| 1    | Blanket Order | Services        | Ship To                 | <input type="checkbox"/> | <input type="checkbox"/> |

View Printable Version      \*Go to: ...More...

Save    Notify    Refresh      Add    Update/Display

39. If this is a line item that does not have a price attached to it, select the Zero Price Indicator box

**NOTE: If the Zero Price Indicator is selected, Services and the amount only box CANNOT be checked.**

40. Click the Save button



NOTIFICATION

Maintain Requisitions

Requisition

Business Unit: STCMP  
Requisition ID: NEXT

Status: Open  
Budget Status: Not Chk'd  
 Hold From Further Processing

Header

\*Requester: [ ]  
\*Requisition Date: 05/26/2009  
Origin: ONL Online  
\*Currency Code: USD Dollar  
Accounting Date: 05/26/2009

[Requisition Defaults](#)  
[Add Comments](#)  
[Requisition Activities](#)

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)  
[Item Search](#) [Requester Items](#)

| Line | Description | Quantity | *UOM | Category | Price | Amount | Status |
|------|-------------|----------|------|----------|-------|--------|--------|
| 1    |             | 0.0000   |      |          | 0     | 0.00   | Open   |

[View Printable Version](#)

\*Go to: ...More...

41. Select the Notify button

**NOTE: Notify is used to let the next individual know this is ready for review.**

reviewer@csustan.edu

Send Notification

Lookup Address

Recipient Search

Name: REVI

Search Results

| To                       | cc                       | bcc                      | Recipient | Email Address        | User ID     |
|--------------------------|--------------------------|--------------------------|-----------|----------------------|-------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | REVIEWER  | REVIEWER@CSUSTAN.EDU | 90000007475 |

42. Enter the full email address of the recipient in the To: field

OR

Click the link for Lookup Recipient

43. Enter partial last name in Name: field

44. Click the Search button

45. Select the To box to select the individual

46. Click the Add to Recipient List button



**Recipient List**

To: REVIEWER 9000007475

CC:

BCC:

OK Cancel

47. Click the OK button

**Send Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details** [Lookup Recipient](#) [Delivery Options](#)

To: Sather, Bernadette/90000007475

CC:

BCC:

Priority: 2-Med

Subject: REQUISITION APPROVAL: # 0000001401 Needs Your Approval

Template Text: If you are not already signed in to PeopleSoft, click on this link to sign in:  
<https://portal.stage.calstate.edu/AppSSO/PeopleSoftSSO.aspx?app=cfs&env=facswct>

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. Click Apply to send this notification and remain on this page.

OK Cancel Apply

48. Change the Priority if necessary

49. Type the message to the recipient

*SAMPLE MESSAGE: Dear Reviewer, please review the requisition and forward to the next approving authority.*

50. Click the OK button

**NOTE: Notification is automatic.**

### REQUISITION ACTIVITIES

**Maintain Requisitions**

**Requisition**

Business Unit: STCMP Status: Open  
 Requisition ID: 0000001401 Budget Status: Not Chk'd  
 Hold From Further Processing

**Header**

\*Requester: 90000000338 Requester [Requisition Defaults](#)  
 \*Requisition Date: 04/20/2011 [Requester Info](#)  
 Origin: ONL Online Entry [Edit Comments](#)  
 \*Currency Code: USD Dollar [Requisition Activities](#)

Accounting Date: 04/20/2011

**Amount Summary**

Total Amount: 5,000.00 USD

**Add Items From** [Purchasing Kit](#) [Catalog](#) [Requester Items](#)

Select Lines To Display  
 Line:  To:  Retrieve

51. Select the Requisition Activities link



**Activities**

**Business Unit:** STCMP      **Requisition Date:** 05/26/2009  
**Requisition ID:** NEXT      **Status:** Open

| Done | *Due Date  | *SeqNum | Comments |
|------|------------|---------|----------|
| 1    | 05/26/2009 | 1       |          |

Buttons: OK, Cancel, Refresh

52. Enter comments that the requisition has been sent on and add initials

*SAMPLE COMMENT:  
Sent to Reviewer for review. REQ*

53. Click the OK button

**Maintain Requisitions**

**Requisition**

**Business Unit:** STCMP      **Status:** Open  
**Requisition ID:** 0000001401      **Budget Status:** Not Chk'd  
 **Hold From Further Processing**

**Header**

\*Requester: 90000000338      **Requester**  
 \*Requisition Date: 04/20/2011      **Requester Info**  
 Origin: ONL      Online Entry  
 \*Currency Code: USD      Dollar  
 Accounting Date: 04/20/2011

**Amount Summary**

**Total Amount:** 5,000.00 USD

**Add Items From**      **Select Lines To Display**

Purchasing Kit      Catalog      Line:      To:      Retrieve  
 Item Search      Requester Items

| Line | Description   | Physical Nature | Where Service Performed | Zero Price Indicator | Amount Only |
|------|---------------|-----------------|-------------------------|----------------------|-------------|
| 1    | Blanket Order | Services        | Ship To                 |                      |             |

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

54. Click the Save button one last time