
PO.020.880 – CREATING A REQUISITION CHANGE ORDER

Purpose	<ul style="list-style-type: none"> • To create a Requisition with multiple SpeedCharts. • To explain the purpose and benefit of Multiple SpeedCharts when creating a Requisition.
Description	<p>A Speedchart contains accounting information to be assigned to the item being purchased. Multiple Speedcharts allow the requestor to designate a specific quantity to a one Speedchart (one set of accounting codes) another quantity to a second Speedchart, and so on. Unlike multiple Speedcharts on Purchase Orders that can be distributed by Quantity or Amount, Requisition SpeedCharts are distributed by Quantity only.</p> <p>The purpose of multiple SpeedCharts on a Requisition is to provide the ability to designate specific quantities of an item to specific Speedcharts.</p>
Security Role	BOR_PO_REQ_MAINT
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a Requisition with multiple Speedcharts. The Requisition is for paper cutters. Users will request three paper cutters, each going to a different Speedchart.

Step	Action
1.	Click the NavBar icon
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Add button.
7.	Enter " PAPER CUTTERS " in the Description field.
8.	Enter " 3 " in the Quantity field.
9.	Enter " EA " in the UOM field.
10.	Click the Category button.
11.	Enter " PAPER " in the Description field.
12.	Click the Look Up button.
13.	Click an entry in the Description column.
14.	Enter " 29.99 " in the Price field.
15.	Click the horizontal scrollbar.
16.	Click the Schedule button.
17.	Click the Distribution button.
18.	Click the Multi-SpeedCharts link.
19.	Click the SpeedChart button.
20.	Click an entry in the SpeedChart Key column.
21.	Enter " 1 " in the Quantity to Distribute field.
22.	Click the Add a new row at row 1 (Alt+7) button.
23.	Click the SpeedChart button.
24.	Click an entry in the SpeedChart Key column.
25.	Enter " 1 " in the Quantity to Distribute field.
26.	Click the Add a new row at row 2 (Alt+7) button.
27.	Enter " TC1 " in the SpeedChart field.
28.	Enter " 1 " in the Quantity to Distribute field.

Step	Action
29.	Click the OK button.
30.	Click the OK button.
31.	Enter " 08/30/2007 " in the Due Date field.
32.	Click the Return to Main Page link.
33.	Click the Save button.