



Work Flow Requisition (RXQ) Cheat Sheet

Header and Other Attributes View

NOTE: Before entering information in your document, be sure to write down your Requisition (RXQ) number.


The screenshot shows a software window titled "Batch: Document: RXQ 083 SB329". The window contains several input fields and buttons. Blue numbers 1 through 13 are placed over specific fields to indicate where to enter information. The fields are organized into sections: "Header" (Date of Record, Acctg Period, Budget FY, Vendor, Delivery Date, Ship to / Bill to, Vendor Phone, Item Total) and "Other Attributes" (Address, Comment, BS Account, Warehouse, Responsible Agency / Org, Organization Name, Responsible Person, Requested by, Phone). The "Options" section includes Requisition Type, Commodity / Acctg Linking, and Change Order Tracking.

Header

1. **Date of Record** – Enter today's date
2. **Budget FY** – Enter the two digit fiscal year
3. **Vendor** – Enter a suggested vendor code or select the  icon to search the vendor table for the vendor (optional)
4. **Delivery Date** – Enter a future date for delivery
5. **Ship To** – Enter the ship to number for items to be delivered (after entering the number use the  to verify the right shipment address)
6. **Bill To** – Enter 379 (invoices go to Purchasing)

Other Attributes

7. **Responsible Agency** – Enter your three-digit agency number
8. **Org** – Enter your four-digit organization number
9. **Responsible Person** – Enter the person approving purchase
10. **Requested by** – Enter contact person
11. **Phone** – Enter the Requested by person's phone number

12. **Requisition Type** – Use the  to choose the approval type of requisition:
 - Type A** Requires approval from DoIT and Budget
 - Type B** Requires approval from Budget only
 - Type D** Requires approval from DoIT and Purchasing
 - Type N** Requires no outside agency approval
 - Type X** Confirming requisition
13. **Commodity / Acctg Linking** – Leave as default; or change to No if the charge is coming out of more than one account line

Accounting Details View

Other Attributes		Accounting Details		Commodity Details	
Line	14	Appr Unit	19	Job Number	21
Fund	15	Activity		Rept Cat	
Agency	083	Function		Amount	22
Org / Sub	17 / 18	Obj / Sub	20 /		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Line		Appr Unit		Job Number	
Fund		Activity		Rept Cat	
Agency		Function		Amount	
Org / Sub		Obj / Sub			<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Accounting Details

14. **Line** – Enter a two digit number, beginning with 01
15. **Fund** – Enter a three-digit fund number (you must tab out of this field)
16. **Agency** – Defaults to the agency number from the document id; change if using a different agency number
17. **Org** – Enter your four-digit organization number
18. **Sub** – Enter your two-digit sub organization, if applicable
19. **Appr Unit** – Enter the six-digit appropriation unit (you must tab out of this field)
20. **Obj** – Enter the four-digit expenditure object code
21. **Job Number** – Enter the job number, if applicable
22. **Amount** – Enter the amount for this account coding

Commodity Details View

Line	Amount	Def / Inc / Dec
Commodity Code	Quantity	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Item Code	Unit Cost	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Unit of Measure	Total Cost	
Accounting Line		
Text		
Description		

Commodity Details

23. **Line** – Enter a three-digit number, beginning with 001
24. **Commodity Code** – Enter a five-digit commodity code number; use a five-digit number with an “FA” extension for equipment items
25. **Unit of Measure** – Enter ordering measurement, i.e. each, box, pkg, etc.
26. **Accounting Line** – Enter account line reference from the Accounting Details view; leave blank if the charge is coming out of more than one account line
27. **Text** – Change to custom when adding additional description information (up to 99 lines)
28. **Description** – Enter the description information (60 characters, then go into the additional description)

Note: Please see RXQ Manual for adding Object Attachments or Comments to a requisition document.

Remember ~ Approvals must be applied in order, Level 2 first and then Level 3. Otherwise the system will not route the document properly.