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.

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

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

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.