

Multiple Dept ID's h on One Requisition

Edit Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNT Health Science Center
Requester: FAMILY & COMMUNITY MEDICINE [Copy Bid Vendors](#)
Requisition Name: **Requisition ID** 0000072891 **Priority:**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Percussion lesson plans for St	LIED, MEGAN CLAIRE	1.0000	Each	350.00000	350.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> French Fries-testing	LIED, MEGAN CLAIRE	1.0000	Each	1.00000	1.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity:
 Status: Active *Ship To: [Modify Shipping Address](#)

Percent	Amount	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity

Select All / Deselect All **Total Amount:** 351.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Put check mark beside line you wish to change Dept ID/Proj ID on. And then click grey arrow to expand line

Justification/Comments

Development of percussion lesson plans for fall Stomp for Life Program
Lorna Brooks x0522

Send to Vendor Show at Receipt Show at Voucher

Req needs vendor setup

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1	Percussion lesson plans for St	LIED, MEGAN CLAIRE	1.0000	Each	350.00000	350.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> French Fries-testing	LIED, MEGAN CLAIRE	1.0000	Each	1.00000	1.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity:
 Status: Active *Ship To: [Modify Shipping Address](#)
 Attention:

*Distribute by: Qty SpeedChart:

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type
1	Open		PCC 22	1.0000	100.0000	1.00	HS763	500409	7328	33		20	HS763	RP0063		

Select All / Deselect All **Total Amount:** 351.00 USD

[Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Click Modify Line/Shipping/Accounting

Justification/Comments

Development of percussion lesson plans for fall Stomp for Life Program
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Req needs vendor setup

Type in new Dept ID/Proj I in speed chart key and then click



Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
Buyer: Category:

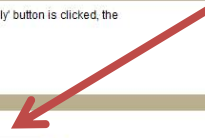
Shipping Information

Ship To:
Due Date: Attention: SpeedChart Key:

Accounting Information

Percent	Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fund Srce	Affiliate	Item Type	Oper Unit
1		HS763															

Apply Cancel



Click on hyperlinked Dept ID/Proj ID

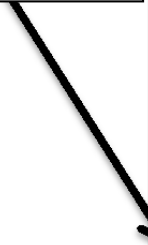
Look Up SpeedChart Key

SetID: HS763
SpeedChart Key: begins with

Look Up Clear Cancel Basic Lookup

Search Results

SpeedChart Key	Description
61617	SAFETY OFFICE HEAF ACCOUNT



Dept ID/Proj ID information will load and additional information filled in. Select **Apply**.

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
Buyer: Category:

Shipping Information

Ship To:
Due Date: Attention: Speed Chart Key:

Accounting Information

Percent	Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fund Srce	Affiliate	Item Type	Oper Unit
1	PCC 2	HS763			01	61617	60	HS763						HEAF			

Apply Cancel



Multiple Dept ID's/Proj ID's on One Requisition

This screen will pop up and should look exactly like this, DO NOT CHANGE ANYTHING, select **OK**.

Distribution Change Options

For the selected requisition lines, apply distribution changes to

- All Distribution Lines**
Apply changes to all existing distribution lines.
- Matching Distribution Lines**
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines**
Remove the existing distribution lines and replace with the distribution lines changes.

Click on next to the description to expand the line again and confirm Dept ID/Proj ID information has been over-written.

Edit Requisition

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Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: HS763 UNT Health Science Center
Requester: H15700 FAMILY & COMMUNITY MEDICINE Copy Bid Vendors
Requisition Name: Percussion Instructor Fee **Requisition ID:** 0000072891 **Priority:** Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Percussion lesson plans for St	LIED, MEGAN CLAIRE	1.0000	Each	350.00000	350.00
2	French Fries-testing	LIED, MEGAN CLAIRE	1.0000	Each	1.00000	1.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 **Due Date:** 11/14/2011 **Quantity:** 1.0000
Status: Active ***Ship To:** GSB 144C [Modify Shipping Address](#)
Attention: FAMILY & COMMUNITY MEDICINE
***Distribute by:** Qty **SpeedChart:**

Line	Status	Dist Type	Location	Quantity	Percent	Amount	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category
1	Open		PCC 22	1.0000	100.0000	1.00	HS763	500409	7328	01	61617	60	HS763				

Total Amount: 351.00 USD

Justification/Comments
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Follow normal operating procedures for requisition processing (check budget, save and preview etc). Req should route based on Dept ID/Proj ID and additional approvals if necessary.