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User Reference

# Requisitions v10x (ADF)

By CMiC

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*Computer Methods*  
*international Corp.*

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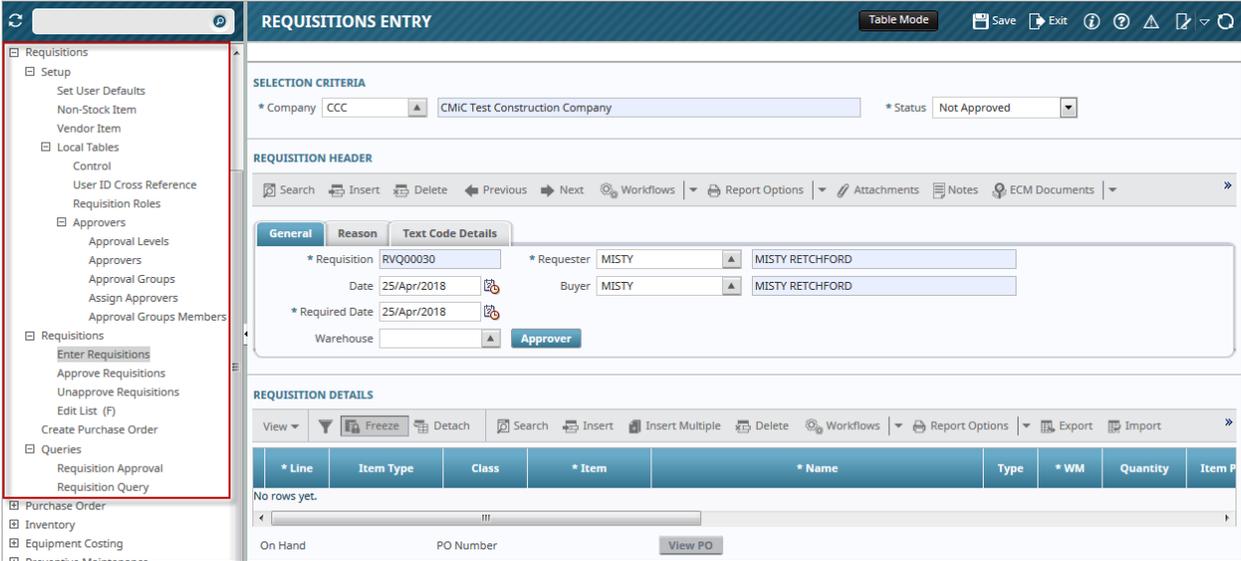
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# Requisitions

## Overview – Requisitions Structure



Sample of Requisitions Entry screen & standard Treeview for Requisitions module.

The Requisition module is used to create and process requests for inventory or Purchase Orders. The following screens govern the processing activities for Requisitions:

- Requisition Entry Screen
- Create Purchase Orders From Requisition Screen

The queries available are the Requisition Approval Query and Requisitions Query, and the available report is the Quotation-Requisition List.



# Processing Requisitions

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## Overview – Processing Requisitions

The requisition module allows for the request of inventory, non-stock and free-form items to be used for a job, equipment maintenance or other company requirements.

A requisition can be processed in one of two ways:

- The request can be entered and approved, and then be picked up in the Inventory module under issues against requisitions and processed from there.
- The request can be entered and approved, and directly from the requisition module the purchase order can be created. The purchase order will then be picked up in the Purchase Order module and processed from there.

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## Requisition Entry

The Requisition Maintenance screen is used to enter a formal request for the acquisition of Inventory, Non-Stock and Free-Form Items.

When the user initially accesses this screen, the Requisition number must be entered manually; otherwise, if autonumbering has been set on the Requisition Control screen, it will be system-generated.

Users may control the use of specific categories in the Requisition entry by flagging the categories in JC> Category maintenance.

The information is arranged to expedite the processing of requisitions. The screen is comprised of three sections: Selection Criteria (Company Selection), Requisition Header, and Requisition Details.

## Requisition Header – Section

The screenshot displays the 'REQUISITIONS ENTRY' application interface. At the top, there is a 'SELECTION CRITERIA' section with fields for '\* Company' (CCC) and '\* Status' (Not Approved). Below this is the 'REQUISITION HEADER' section, which includes a toolbar with options like Search, Insert, Delete, Previous, Next, Workflows, Report Options, Attachments, Notes, ECM Documents, and User Extensions. The header section has three tabs: 'General', 'Reason', and 'Text Code Details'. The 'General' tab is active, showing fields for '\* Requisition' (RQ00004), '\* Requester' (MISTY), '\* Date' (04/25/2018), '\* Required Date' (04/25/2018), and 'Warehouse' (MADN). There is also an 'Approver' button. Below the header is the 'REQUISITION DETAILS' section, which contains a table with columns: \* Line, Item Type, Class, \* Item, \* Name, Type, \* WM, Quantity, Item Price, DT, \* Comp, \* Job/Eqp/Dept, \* Cost Code/Compon/Acc, and Cat/Tran. The table lists three items: 1. Inventory (BRICK2) with a quantity of 1,000,000 and item price of 0.0000; 2. Free-Form (FF-ITEM1) with a quantity of 50,000 and item price of 20.0000; 3. Non-Stock (NON-STOCK1) with a quantity of 1,000 and item price of 10.0000. At the bottom of the details section, there is an 'On Hand' field showing 9,920.00 and a 'View PO' button.

*Pgm: PORQENTC – Requisitions Entry; standard Treeview path: Requisitions > Enter Requisitions – General tab*

Use this section to define the standard information pertaining to the requisition such as requisition number, dates required, requester, buyer, default distribution, etc.

In addition, the Header section includes an [**Approver**] button and tabs for 'Reason' and 'Text Code Details' to provide the ability to examine and maintain aggregate information for the specified requisition.

## General – Tab

### Requisition Number

If you have set the control file to return a system-generated number, this field will not be accessible. Once you [**Save**] the requisition, the system will generate the appropriate requisition number and display it within this field.

Otherwise, enter a value to reference the requisition. The system will validate that the number has not been used by another requisition currently on file.

### Requisition Date

Enter the actual date the requisition becomes effective. The system defaults the current date into this field, but it can be changed as required.

### Required Date

Enter the date the items listed in the requisition are needed. The 'Required Date' must be equal to or later than the 'Requisition Date'.

### Warehouse

If known, enter the Warehouse from which you want to request the items entered on this requisition.

Leave this field blank if the items on this single requisition can come from more than a warehouse or if you are unsure as to where the items being requested reside.

### Requester User ID

The system displays the name of the user logged on to the operating system as the default for the Requester.

Enter a valid User ID for the person responsible for transmitting the need for the materials to be associated with this Requisition. The name of the Requester displays in the adjacent field, if found.

### Buyer User ID

Enter the valid code for the suggested buyer to be responsible for the purchase of the items to be associated with this Requisition. The name of the Buyer User ID displays in the adjacent field, if found. The buyer must have been set up previously within the User ID Cross-Reference.

### [Approver] – Button

Level	Limit	Description	User ID	Name
1	1,000.00	Max \$1000	MISTY	MISTY RETCHFORD

*Pgm: PORQENTC – Requisition Entry – Approver Pop-up window launched from [Approver] button*

The Approvers pop-window provides the ability to assign individuals authorized to accept or reject the details of the Requisition or Purchase Order for the specified approval level.

If the Requisition is entered without any Approvers recorded, the system automatically defaults the assigned Approver of the first Approval Level for the Approval Group with which the Requester Approval Group Member is associated.

If the Requisition is entered with Approvers recorded, the system automatically defaults the approvers based on the total dollar value of the Requisition as well as the storage location of the Items, if necessary.

### Reason – Tab

*Pgm: PORQENTC – Requisitions Entry – Reason tab*

Use this tab to enter any reasons you wish associated with this requisition.

## Text Code Details – Tab

The screenshot displays the 'REQUISITIONS ENTRY' application interface. At the top, there is a header bar with the title 'REQUISITIONS ENTRY' and a 'Table Mode' button. Below the header, the 'SELECTION CRITERIA' section shows 'Company' set to 'CCC' and 'Status' set to 'Not Approved'. The 'REQUISITION HEADER' section contains various action buttons like Search, Insert, Delete, Previous, Next, Workflows, Report Options, Attachments, Notes, ECM Documents, and User Extensions. The 'REQUISITION DETAILS' section features a table with two columns: 'Text Code' and 'Description'. The table contains one row with '100' in the 'Text Code' column and 'Shipping & Receiving between 8:00AM & 5:00PM Only' in the 'Description' column.

*Pgm: PORQENTC – Requisitions Entry – Text Code Details tab*

The **Text Code Details** tab provides the ability to assign a set of instructions or messages, to the header information of Requisitions.

## Requisition Details – Section

Use this section to define the specific details and allocations such as material required, quantity and distribution. This section has a sliding screen containing additional columns to the right of the Extended field.

### Item Type Code

Enter the **Item Type** code for the item code that you are requesting. The Item Type is the classification assigned to Item codes. This code is important because every transaction type, batch type, and G/L distribution defined will be associated with an Item Type code.

An LOV is available on this field for you to view and select valid Item Type codes.

This field is required for inventory items but should be left blank for non-stock and free-form items.

### Item Class Code

Enter the Class code for the item you are requisitioning on this line.

This field is required for inventory items but should be left blank for non-stock and free-form items.

### Item Code

Enter the code to represent the Inventory Item, Non-Stock Item or Free-Form Item being requisitioned.

Inventory Items apply to merchandise ordered from a Vendor or manufactured in-house which will be tracked within the Inventory application. For further information, please refer to the Inventory User Guide.

Non-Stock Items apply to merchandise ordered from a Vendor or manufactured in-house which will not be tracked within the Inventory application.

An LOV is available to view and select valid Inventory and Non-Stock Item codes.

### Weight/Measure (WM) Code

The system displays the unit of measure code as the default for the specified Item.

Enter a valid code to modify the default for the unit in which quantitative information regarding the specified Item is measured (such as each, case/box, gallons, kilometers, etc.).

## Quantity

Enter the quantity for the specified Item to be requested. The Items can be retrieved if available in inventory/storage locations or a quotation and/or purchase order can be issued.

## Distribution Type (DT) Code

Enter “G” if the charges for this requisition should distribute directly to a G/L account.

Enter “J” if the charges for this requisition should distribute to a Job Element.

Enter an “E” if the charges for this requisition should distribute to an Equipment Element.

The other headings and fields in this block will change according to the Distribution code you enter.

## When using a 'G' distribution

Enter the department and account code to be affected by this distribution.

## When using a 'J' distribution

The department will default from the accounts as entered on the Job Maintenance screen.

The General Ledger account associated with this Job is derived from either the Job or the Category code.

### **Enter the Job Code**

*Enter the job code for which you wish to apply the cost against this disposition.*

### **Enter the Cost Code**

*Enter the jobs' cost code for which you wish to apply the cost against this disposition.*

### **Enter the Category Code**

*Enter the category code for which you wish to apply the cost against this disposition. The categories must be set as 'Available in Procurement' in JC > Category Maintenance.*

## When using an 'E' distribution

The department will default from the equipment's Home Location as entered on the Equipment Maintenance screen.

The General Ledger account associated with this equipment item is derived from the transaction code.

### **Enter the Equipment Code**

*Enter the equipment code for which you wish to apply the cost against this disposition. You can only enter equipment items with a 'Start Date' on or after the transaction date entered in the header section.*

### **Enter the Category Code**

*Enter the equipment's category code for which you wish to apply the cost against this disposition.*

*Enter the code 'ALL' for 'No Category' if you will not be using a category code.*

### **Enter the Transaction Code**

*Enter the transaction code for which you wish to apply the cost against this disposition.*

## Location Code

Enter a valid code for the job location to which the default value will be issued. This code is used to identify physical location for job sites, or employee work locations.

An LOV is available on this field for a list of valid location codes.

### Text Code 1, 2 and 3

Enter the Text Reference code to supply an instruction and/or message pertaining to the specified Item. Only those Text Codes which apply to the Shipping Instruction Text Type entered on the Requisitions Control File will be made available in this field.

## Entering a Free-Form Item

Free-Form Items are 'one-time' items that will only be tracked for the purposes of this order and will not be tracked within the Inventory or Purchase Order applications.

In the Requisition Details section:

- Leave the Class field blank.
- Enter an Item Code to represent the Free-Form Item.
- Enter a Name for the free-form item.
- Enter the WM and Price per unit for this free-form item.
- Enter the quantity, distribution detail, location and text information as you would on a standard requisition line.

## Requisition Approval

The screenshot shows the 'APPROVE REQUISITIONS' interface. It is divided into three main sections: Selection Criteria, Requisitions, and Approvers.

**SELECTION CRITERIA**

Company: CCC (dropdown) | CMIC Test Construction Company (text field) | Approver ID: \*\*\*\*\* (password field)

**REQUISITIONS**

View | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM Documents | User Extensions

Approve	Number	Date	Estimated Total
<input type="checkbox"/>	RQ00004	04/25/2018	500.00
<input type="checkbox"/>	RQ00005	04/25/2018	20.00

Details | Approve

**APPROVERS**

View | Freeze | Detach | Search | Workflows | Report Options | Export | ECM Documents | User Extensions

Approved	Level	Description	Limit	Name	Date
<input type="checkbox"/>	1	Max \$1000	1,000	MISTY RETCHFORD	

Pgm: POREQREL – Approve Requisitions; standard Treeview path: Requisitions > Requisitions > Approve Requisitions

The Approve Requisitions screen is used to approve newly created requisitions for release. Requisitions must be approved prior to picking items from an inventory location or storage area for the purpose of filling customer orders, production orders, or safety stock.

The information is arranged to expedite the selection and approval process. The screen is divided into three sections: Selection Criteria (Company Selection and Access Code), Requisitions and Approvers.

### Approver ID (Access Code)

Enter the secure Access Code associated with the approver.

An approver is assigned to each requisition based on the requesters' approval group. The access code is attached to the approver by way of the User ID within the User Maintenance screen.

After entering the access code, the system will display all the requisitions that fall within the jurisdiction of the approver whose access code was entered.

The field is a non-display field for security reasons.

## Requisitions – Section

Use this section to select the Requisition being approved.

Standard information that is displayed pertaining to the requisition is Requisition Number, Requisition Date, Total Requested, etc.

Execute a general query or execute a specific query on one or more of the fields contained in the section. When a match occurs, the system retrieves the first record and displays the information on the screen.

Click in a requisition row and press the **[Details]** button to access the Requisition Detail and view the items and their respective quantities ordered for that particular requisition. The **[Details]** button will display the specified requisition by showing the Requisitions Entry screen in display-only mode.

### Approve – Checkbox

Check the ‘Approve’ checkbox next to the Requisition you would like to approve.

### [Approve] – Button

Press the **[Approve]** button to Commit the approval. The process of committing the approval will re-query the detail section displaying those requisitions that have not been approved.

## Approvers – Section

Use this section to examine the Approvers and details such as Approval Level, Description, Approval Limit, Date, and Approved Flag for reference only.

# Requisition Unapproval

**UNAPPROVE REQUISITIONS**

SELECTION CRITERIA  
 \* Company: CCC (CMIC Test Construction Company) \* Approver Access Code: \*\*\*\*\*

REQUISITIONS

Unapprove	Number	Date	Estimated Total	Level
<input type="checkbox"/>	RQ00004	04/25/2018	500.00	1
<input type="checkbox"/>	RQ00005	04/25/2018	20.00	1

APPROVERS

Approved	Level	Description	Limit	Name	Date
<input checked="" type="checkbox"/>	1	Max \$1000	1,000	MISTY RETCHFORD	04/25/2018

Pgm: POUNAPRQ – Unapprove Requisitions; standard Treeview path: Requisitions > Requisitions > Unapprove Requisitions

The Unapprove Requisitions screen is used to invalidate the status of an approved Requisition for further examination. Only requisitions which have been approved by the authorized personnel will display in this screen.

The information is arranged to expedite the selection and “unapproval” process. The screen is divided into three sections: Selection Criteria (Company Selection and Access Code), Requisitions and Approvers.

### **Approver Access Code**

Enter the Access Code associated with the approver whose requisitions are to be unapproved.

An approver is assigned to each requisition based on the requesters’ approval group. The access code is attached to the approver by way of the User ID within the User Maintenance screen.

After entering the access code, the system will display all the requisitions that fall within the jurisdiction of the approver whose access code was entered.

The field is a non-display field for security reasons.

### **Requisitions – Section**

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Use this section to select the Requisition you want to reject. In addition, standard information pertaining to the requisition is displayed such as Requisition Number, Requisition Date, Total Requested, etc.

Execute a general query or execute a specific query on one or more of the fields contained in the section. When a match occurs, the system retrieves the first record and displays the information on the screen.

Click in a requisition row and press the **[Details]** button to access the Requisition Detail pop-up window and view the items and their respective quantities ordered for that particular requisition. The **[Details]** button will display the specified requisition by showing the Requisitions Entry screen in display-only mode.

#### **Unapprove – Checkbox**

Check the ‘Unapprove’ checkbox next to the Requisition you would like to reject. Leave this field blank to leave the approval on this Requisition record.

#### **[Unapprove] – Button**

Press the **[Unapprove]** button to commit the unapproval. The process of committing the unapproval will re-query the detail section displaying those requisitions that have been approved.

### **Approvers – Section**

---

Use this section to examine the Approvers and details such as Approval Level, Description, Approval Limit, Date, and Approved Flag for reference only.

# Create Purchase Order From Requisition

**CREATE ORDER FROM REQUISITION**
Save Exit ? ? ? ? ?

**SELECTION CRITERIA**

\* Company  CMIC Test Construction Company PO Date

**REQUISITION**

View   Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

Select	* Number	Vendor	PO Number	Request By	Date Reqd	Buyer	PO Total Amount
<input type="checkbox"/>	RQ00004			MISTY	04/25/2018	MISTY	500.00
<input type="checkbox"/>	RQ00005			MISTY	04/25/2018	MISTY	20.00
<input type="checkbox"/>	RQ00007			MISTY	04/25/2018	MISTY	50.00
<input type="checkbox"/>	RQ00008			MISTY	04/25/2018	MISTY	20.00
<input type="checkbox"/>	RQ00009	<input type="text"/>	<input type="text"/>	MISTY	04/25/2018	MISTY	50.00
<input type="checkbox"/>	RVQ00019			ALEX1	11/15/2017	ALEX1	0.00
<input type="checkbox"/>	RVQ00024			ALEX1	11/15/2017		0.00
<input type="checkbox"/>	RVQ00026			ALEX1	11/15/2017		0.00
<input type="checkbox"/>	RVQ00029			RAVI	02/14/2018	RAVI	0.00

Reason

**DETAILS**

View   Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

Blanket	Vendor	PO Number	* Line	Class	Item Code	Item Name	Type	Inv Rec	Req Qty	Location	WM	Price	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	1		FREE-FORM0	Free-Form 03 Item Description		<input type="checkbox"/>	5.000		EA	10.0000	50.000

*Pgm: PORCRPOC – Create Purchase Order From Requisition; standard Treeview path: Requisitions > Requisitions > Create Purchase Order*

The Create Purchase Order from Requisition screen is used to automatically generate purchase orders based on the information acquired from approved requisitions. The system will create one purchase order for each requisition selected. All information, including the Text Codes, Free-Form Item Description and Reason for Requisition, will be transferred from the requisition to the purchase order. Only requisitions that have been approved will be displayed on this screen.

The information is arranged to expedite the generation of process for the Purchase Orders. The screen is divided into three sections: Selection Criteria (Company and PO Date), Requisition Selection and Requisition Item Details. All information appearing on this screen is specific to the Company specified in the first section. The identification of the Requisition(s) to be generated is performed using the Requisition section. The suggested price per unit is recorded using the Requisition Item Details section, if required.

## PO Date

Enter the purchase order date. The system displays the current system date as the default. This is a reference date to determine when the generation of the Purchase Order occurred.

## Requisition – Section

All of the approved requisitions will appear in the 'Number' column.

Click the 'Select' checkbox beside the requisition number.

## Vendor

Select from the LOV the vendor to which the purchase order will be given.

## Purchase Order Number

When not using automatic numbering, in the purchase order module, enter the user-defined purchase order number.

If the PO number is left blank, the system will use the automatic numbering mask from the purchase order control and assign the PO number. Users must note the Requisition Control flag value for 'Use Job Number Mask from PO Control When Creating PO From Requisition' field (standard Treeview path: *Requisitions > Setup > Local Tables > Control*). When Checked, the Job PO number mask defined in PO Control will be used, provided the detail lines have at least one 'J' line distribution. If multiple 'J' lines with different jobs are found, then the system will use the job code that occurs first in the detail lines.

To split a requisition between multiple vendors or multiple POs, move to the Details section and enter the Vendor and PO Number.

## Reason

The 'Reason' defaults from the reason that was entered on the requisition's Reason tab. When further description or explanation for the purchase order is required, additional information can be added to the requisition's Reason tab.

## [Create PO] – Button

Press the [Create PO] button to begin the generation of the Purchase Orders.

## Purchase Order Details

A purchase order details pop-up window will appear with the purchase order number detail. The requisition is now an entered purchase order and will have to follow the approval and processing rules set up in the purchase order module.

## Details – Section

---

This section contains the Requisition Item Details.

## Blanket (Purchase Order) – Checkbox

To create a blanket purchase order, follow all of the above steps but before pressing the [Create PO] button, click the blanket purchase order checkbox and then press [Create PO].

## [Free-Form Item] – Button

The [Free-Form Item] button becomes enabled if the item listed in the Details section is a Free-Form Item. Clicking on this button will launch a pop-up window where you can enter descriptive details for the Free-Form Item. This field can contain up to 4000 characters.

# Queries

## Overview – Queries

The requisition query screens provide a historical record of assigned approvers, requisition numbers, requestors and dollar amounts. Purchase Order numbering and releasing of quantities can also be queried using the queries in the requisition module.

### Requisition Approver Query

Level	Description	Limit	Name	Date	Aprv
1	Max \$1000	1,000	MISTY RETCHFORD	04/25/2018	✓

*Pgm: PORQQRY – Requisition Approver Query; standard Treeview path: Requisitions > Queries > Requisition Approval*

The Requisition Approval Query provides the means to analyze the approvers of the requisitions processed through the system. This query displays such information as the requester information, total requisition amount, status, as well as the approver details.

# Requisition Query

Exit ⓘ ⚠ ↻
**REQUISITION QUERY**

**SELECTION CRITERIA**

\* Company

**REQUISITIONS**

View ▾ | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM Documents | User Extensions

Number	Requester	Buyer	Required Date	Requested Date
RQ00004	MISTY	MISTY	04/25/2018	04/25/2018
RQ00005	MISTY	MISTY	04/25/2018	04/25/2018
RQ00006	MISTY	MISTY	04/25/2018	04/25/2018
RQ00007	MISTY	MISTY	04/25/2018	04/25/2018
RQ00008	MISTY	MISTY	04/25/2018	04/25/2018

**DETAILS**

View ▾ | Freeze | Detach | Search | Workflows | Report Options | Export | Import | Attachments | Notes | ECM Documents | User Extensions

Line	Class	Item	Type	PO Number	PO Release	Line	Quantity	WM	Issued	DT	Comp	Job/Dept/Equip	Cost/Acc/Compon	Cat/Tran. Code
1	2000	BLOCK1	01	5000ST00001	1	1	20.000	EA	0.0000	J	CCC	5000STD	03-100	4000

Requisition     Item Name

*Pgm: POREQRRY – Requisition Query; standard Treeview path: Requisitions > Queries > Requisition Query*

The Requisition Query provides the means to analyze the details of the requisitions processed through the system. This Requisitions section displays such information as the requisition number, requester, and any purchase order number which applies to that requisition. The Details section changes as you scroll through the requisitions to display the detail lines that make up the requisition.

# Local Tables

## Overview – Local Tables

The Local Tables in the requisition module share screens with the purchase order modules which are Non-Stock Items, User ID Cross-Reference and Approvers. Unique to the requisition module is auto-number masking for the requisition. Before attempting to enter a requisition, the local tables must be completed.

### Control File Set Up

The screenshot displays the 'REQUISITION CONTROL' application window. At the top, there is a title bar with 'Table Mode' and standard window controls. Below the title bar, the 'SELECTION CRITERIA' section shows a dropdown menu for '\* Company' set to 'CCC' and a text field containing 'CMIC Test Construction Company'. The 'CONTROL SETUP' section contains several configuration options: '\* Auto Number Flag' (checked), 'RQ Number Mask' (RQ\*\*\*\*\* and RQ12345), '\* Weight Measure Code' (NA and Not Applic), '\* Shipping Instructions Text Type' (CCC-PO), 'Inventory Installed' (checked), '\* Maximum Approver Levels' (1), a checked option 'Use Job Number Mask From PO Control While Creating PO From Requisition', and 'Create PO Approval Workflow' (APRIPO and Registered Invoice with PO).

*Pgm: RQCTRLFM – Requisition Control; standard Treeview path: Requisitions > Setup > Local Tables > Control*

The Control File screen is used to identify the general default information used within the Requisitions application. The Requisitions Control requires the specification of such things as numbering, the default weight measure, the 'Shipping Instructions Text Type', as well as the maximum approver level.

#### Auto Numbering Flag – Checkbox

Checked: The Requisitions Entry screen will display the number field as un-enterable and will fill in with the requisition number after commit.

Unchecked: The requisition entry screen will require the entry of a user-defined requisition number.

#### Requisition Number Mask

If using auto number, enter a unique numbering flag.

The Requisition masks allow the numbering system to be customized for each of the 11 digits of the string.

- The Asterisk (\*) is used to indicate the placeholder for the numbers within the string.
- Any combination of numbers, letters and characters can be used to create an invoice numbering string.
- The mask can consist of a maximum of 11 characters.
- The system has pre-defined codes which may be used in combination with user-defined numbering/lettering or to provide a unique combination.
- The pre-defined codes are in lowercase. Any code entered other than the following will be taken as fixed text and converted to uppercase.
- The lowercase options available for RQ masks are:
  - b      Business Partner Code (Customer)
  - c      Company Code
  - y      Year
    - § y    = Last digit of a 4-digit year
    - § yy   = Last 2 digits of a 4-digit year
    - § yyy = Last 3 digits of a 4-digit year
    - § yyyy = All 4 digits of the year
  - m      Month
    - § mm = Month of the year (i.e. December is 12)
  - d      Day
    - § d    = Day of the week where 1 is Sunday
    - § dd   = Day of the month
    - § ddd = Day of the year (i.e. 365 is December 31 unless a leap year)

**Samples:**

If the company had a Vendor Code VAB401, Company Code CM, Year 2018,

Sample 1 – RQ Number Mask is cbbb\*\*\*\*\* the RQ Code will appear as CMVAB00001

Sample 2 – RQ Number Mask is yymmdd\*\*\* the RQ Code will appear as 180101001

Sample 3 – RQ Number Mask is \*\*\*\*\* the RQ Code will appear as 0000000001

The system will begin the numbering process from right to left, based on the number of asterisk characters found within the mask. Asterisk characters found to the left of the total number will pre-fill with the number 0.

For example, if the invoice mask is RQ\*\*\*\*\*, and the last purchase order number is RQ00010, then the system will begin the numbering at the right most asterisk and fill the number 0 into all asterisk characters found to the left. In this case, the next requisition number created under this mask would be RQ00011.

### **Weight Measure Code**

Enter the default unit in which quantitative information for the purchased or stocked items will be measured.

A list of values is available on this field to view and select a valid weight measure for this field.

### **Shipping Instructions Text Type**

Select the 'Shipping Instructions Text Type' that represents the text codes that will be used within Requisition Entry at the header and/or detail level.

### **Inventory Installed – Checkbox**

Checked: The 'Inventory Installed' checkbox signals the inventory module is set up and inventory items are active for requesting.

Unchecked: Signals that the Inventory application is not installed and all items (Inventory, and Non-Stock and Free-Form Items) must be entered using the Non-Stock Item screen (standard Treeview path: *Requisitions > Setup > Non-Stock Item*).

### **Maximum Approver Levels**

Enter the maximum number of approver levels required for a Requisition to pass through the approval stages. The approval number entered within this field will limit the number of approval levels that can be set up within the Approval Levels Maintenance screen (standard Treeview path: *Requisitions > Setup > Local Tables > Approvers > Approval Levels*).

### **Use Job Number Mask from PO Control While Creating PO From Requisition – Checkbox**

The default value for this checkbox is unchecked.

When checked, the Job PO Number Mask defined in PO Control will be used, when creating purchase orders, provided the detail lines have at least one 'J' line distribution.

---

**NOTE:** When unchecked (default value), the system would continue to use standard PO number mask for all types of requisitions.

---

### **Create PO Approval Workflow**

(Optional) Specify the workflow to be launched to approve POs after they are created.

# User ID Cross-Reference

**USER ID CROSS-REFERENCE** Save Exit ? ? ? ? ? ?

SELECTION CRITERIA  
 Company: CCC CMIC Test Construction Company

DETAILS  
 View [icon] Freeze [icon] Detach [icon] Search [icon] Insert [icon] Insert Multiple [icon] Delete [icon] Workflows [icon] Report Options [icon] Export [icon] ECM Documents [icon] User Extensions [icon]

* Tracking Code	Name	* User ID	Access Code	Confirm Access Code	Signature Path	Browse	Mandatory Approver
1001	Peterson Gerald	KHALID2	*****			Browse	<input type="checkbox"/>
ABCDEF	ABCDEF	KHALID	*****			Browse	<input type="checkbox"/>
ALEX1	ALEX1	ALEX1	*****			Browse	<input type="checkbox"/>
CCC	CMIC	CCC	*****			Browse	<input type="checkbox"/>
DAVID	DAVID	DAVID	*****			Browse	<input type="checkbox"/>
DAVIDV10X	DAVID	DAVIDV10X	*****			Browse	<input type="checkbox"/>
IRINA2	IRINA2	IRINA2	*****			Browse	<input type="checkbox"/>
LUD123	LUD123	LUDMILATESTINGTESTV10X	*****			Browse	<input type="checkbox"/>
MDR0001	MISTY RETCHFORD	MISTY	*****			Browse	<input type="checkbox"/>
MF0001	Mike Fernandes	MIKEF	*****			Browse	<input type="checkbox"/>
OLESIA	OLESIA	OLESIA	*****			Browse	<input type="checkbox"/>
QATESTV10X	QATESTV10X	QATESTV10X	*****			Browse	<input type="checkbox"/>
RAJNEESH	RAJNEESH	RAJNEESH	*****			Browse	<input type="checkbox"/>
RAVI	RAVI	RAVI	*****			Browse	<input type="checkbox"/>

Pgm: EMPMAP – User ID Cross-Reference; standard Treeview path: Requisitions > Setup > Local Tables > User ID Cross-Reference

The User ID Cross-Reference screen is used to create and/or set up the requesters, buyers and approvers to be used within the Requisition (as well as Purchase Order) application. The User ID cross-reference requires the setup of a tracking code, the User Name, the User ID, as well as a separate password.

Although the User ID will most often match a valid ORACLE® User ID, you can also set up separate requesters that may not require computer access, but make purchase requests nonetheless.

## Tracking Code

Enter the 'Tracking Code' for the approver being defined. The Tracking Code is an internal code, used by the system to track and maintain the approvers for requesting.

- In most instances, it is recommended that the 'Tracking Code' match the 'User ID' or some variation of the approver name.
- The Tracking Code can be up to 10 alphanumeric characters in length and can not be accessed once committed.
- This field can be linked to an employee ID. The LOV on this field shows all employees and if selected, the employee name will also be returned into the name field.

## Name

Enter the name of the user that you are defining. The name can consist of a maximum of 30 alphanumeric characters in length.

**WARNING:** Once the **Name** field has been entered and committed, it is not accessible for amendment.

## User ID

Enter/Select from the LOV the User ID that represents the entity.

In most cases, this User ID will coincide with the ORACLE® User ID. The ORACLE User ID must have been previously set up on the Security Password Maintenance screen within System Data.

---

**NOTE:** The User ID can also represent an individual that does not have an official ORACLE® User ID. For example, you may have requesters that do not access the system but may request the purchase of items nonetheless.

---

### Access Code

Enter the access code/password to be associated with the user being defined. Although this is not a mandatory field, the user will not have access to the approval screens.

The access code will be used to access the requisitions and purchase orders that fall under this user jurisdiction (where the user has been defined as an approver).

As this is a secured field, the value entered here will not show on the screen but be presented as \*\*\*\*. To change the Access Code, re-type the code and the system will ask you to confirm the entry by re-typing the value a second time.

---

**WARNING:** If this field is left blank, the user will not be able to access the approval screen even if they are set up as an approver.

---

### Signature Path

Clicking the [**Browse**] button launches a pop-up window which allows the user to browse for and select an image of a Buyer Signature for uploading. The Buyer Signature will print at the bottom of the PO along with the written name.

### Mandatory Approver – Checkbox

Check the 'Mandatory Approver' checkbox if you wish to establish the approver that you are defining as a 'Mandatory Approver'.

When a user is checked as a 'Mandatory Approver', his/her approval is required regardless of the other approvers assigned.

## Requisition Roles

PURCHASE ORDER ROLES					
SELECTION CRITERIA					
* Company CCC x CMIC Test Construction Company					
PO ROLE DETAIL					
* User ID	Name	Req	Buy	Rec	Description
KHALID	ABCDEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ALEX1	ALEX1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CCC	CMIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DAVID	DAVID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IRINA2	IRINA2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
LUDMILATES	LUD123	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MISTY	MISTY RETCHFORD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MIKEF	Mike Fernandes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OLESIA	OLESIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QATESTV10X	QATESTV10X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RAJNEESH	RAJNEESH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RAVI	RAVI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Pgm: POROLFM – Roles Maintenance; standard Treeview path: Requisitions > Setup > Local Tables > Requisition Roles

This screen allows you to identify the individuals authorized to perform the purchasing and materials management function for your organization. The Requisitions Roles are classified to accommodate organizations comprised of two or more individuals within the Purchasing/Materials Management department. The objective is to provide a structure that facilitates coordination and channels the efforts of all the individuals toward the common goals of the organization.

### User ID

Select from the LOV a valid User ID to define the roles of the individuals authorized to perform the requisition, purchasing and/or approval functions within the Purchase Order application. Beside each User ID is the name entered in the User ID Cross-Reference screen in a display-only field.

The User ID was set up and explained in the section on '[User ID Cross-Reference](#)'.

Beside each user ID are three checkboxes, which default as checked and may be left as is or unchecked as required. The checkboxes set the authorization for the user function, requestor, buyer, and receiver.

#### Req (Requester Status) – Checkbox

The system checks the Requester checkbox as the default for the complete authority of the procurement privileges during the processing of Quotations, Requisitions and Purchase Orders.

Uncheck this box to restrict the procurement privilege.

#### Buy (Buyer Status) – Checkbox

The system checks the Buyer checkbox as the default for the complete authority of the procurement privileges during the processing of Quotations, Requisitions and Purchase Orders.

Uncheck this box to restrict the procurement privilege.

#### Rec (Receiver Status) – Checkbox

The system checks the Receiver box as the default for the complete authority of the receiver privileges during the receipt of Requisitions/Purchase Orders.

Uncheck this box to restrict the receiver privilege.

### Description

Enter the Requisition/Purchase Order Role Description. For example, a brief description of the users' responsibilities.

---

## Requisition Approval

The Approval Menu is used to set up and maintain the approval system necessary for performing the purchasing and materials management function for an organization. The approval system confirms the correct quantity and quality of material delivered.

### Rules of Approver Setup

---

**The hierarchy for setting up approvers will start with the:**

#### Approval Levels

- The number of approval levels is governed by the number entered in the 'Maximum Approver Levels' field on the Requisition Control screen (standard Treeview path: *Requisitions > Setup > Local Tables > Control*).

- An approval level is set to state the maximum dollar amount of an approver, who will be assigned to this level.
- If the final approval level will allow requisitions to have no approval maximum, enter 999,999,999.

### **Approvers**

- Approvers are those individuals authorized to accept or reject the details of a Requisition for each specified Approval Level.
- Approvers will be selected from the user list LOV – set up in User ID Cross-Reference. Be very careful about whom is selected as an approver, as there are names on the User ID Cross-Reference screen who are registered as being able to submit a request for material only.
- Approvers must also be set up in Requisition Roles (or PO Roles), or they will be rejected when entering a requisition. Note, this is the same screen used for PO Roles in the PO module.
- The same approver may be applied to more than one approver level.
- Which approver will belong to each level must be taken into consideration, as this information will be used when assigning approvers to groups/teams. When doing the assigning, there is an option to have more than one approval level assigned to a group. As an example, an approval group could be set up as 'Office' with an approval level of a maximum \$1000.00 at level 1.

### **Approval Groups**

- Approval Groups represent the standard work groups (teams) for approval.
- Each group will pull from the approver's list and will be governed by the approver levels rules.
- An Approval Group may have those allowed to approve requisitions for the office, or site or over a maximum allowed.

### **Assign the Approvers to the Approval Groups**

- Now that the approval group(s) has been set up, the approvers will be selected and assigned to the correct group.

### **Assign the Approvers to Locations**

- *(Optional)* An approver assigned to a location is identified as the individual authorized to accept or reject the request for delivery of Inventory Items by specific locations.
- The System's Location Maintenance screen works directly with Location Codes in the Global Tables (standard Treeview path: *System > Global Tables > Location Code*). In the Purchase Order Local Tables, the Location is brought forward and the approver is assigned (standard Treeview path: *Purchase Order > Setup > Local Tables > Approvers > Location Approvers*). Once assigned, the approver can then be assigned to the Location Code in the Global Tables.

# Approval Levels

**APPROVAL LEVEL MAINTENANCE** Save Exit ? ? ? ? ? ? ? ?

---

**SELECTION CRITERIA**

\* Company

Currency

---

**REQUISITION**

View  Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Level	Amount	Description
1	1,000	Max \$1000
2	10,000	Max \$10,000
3	999,999,999	Max \$999,999,999

*Pgm: RQAPPLV – Approval Levels; standard Treeview path: Requisitions > Setup > Local Tables > Approvers > Approval Levels*

Approval Levels establish the hierarchical structure for the approval levels required at the various Requisition stages.

## Level (Approval Level Number)

The first time you enter the screen, the system will display the number “1” as the default for the first level of approval to be associated with a requisition.

The system increases the approval level by one for each new detail line, up to the number defined in the Requisition Control screen for the 'Maximum Approval Levels' field.

**WARNING:** The maximum number of approval levels is ruled by the number of levels entered on the Requisition Control screen. To increase the amount of levels, the Requisition Control screen will have to be changed. Otherwise, an error message 'Invalid Approval Level Number' will be generated.

## Approval Amount & Description

Enter the maximum value for the range of approval to be associated with the defined approval level.

The value can be up to 9 numeric digits to the left of the decimal. Output will be rounded to the nearest one-hundredth. Valid numeric digits include plus (+), minus (-), period (.), and numbers (0, 1, 2,9).

# Approvers

**APPROVERS** Save Exit ? ? ? ? ? ? ? ?

---

**SELECTION CRITERIA**

\* Company

\* Approval Level

Approval Limit

---

**REQUISITION APPROVERS**

View  Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* User ID	Name
ALEX1	ALEX1
MISTY	MISTY RETCHFORD
RAVI	RAVI

*Pgm: RQAPPRV – Approvers; standard Treeview path: Requisitions > Setup > Local Tables > Approvers > Approvers*

Approvers are those individuals authorized to accept or reject the details of a Requisition for each specified Approval Level. Individuals who have not been identified on the User ID Cross-Reference screen will not be available for addition to the approver's list.

### Approval Level

Enter the Approval Level for which you will be specifying the approvers. The approval limit associated with the Approval Level will display in the field below.

Each Level will appear separately. Both the level and approvers will have to be selected separately.

### User ID

Select a valid User ID from the LOV - User List, for each individual being granted requisition approval rights within the approval level. An approver may be selected on more than one approval level.

## Approval Groups

* Number	Description
1	Accounting
2	Construction
3	Inventory

*Pgm: RQGRP – Approver Group Maintenance; standard Treeview path: Requisitions > Setup > Local Tables > Approvers > Approval Groups*

The Approver Group Maintenance is for the creation of group identification. Approval Groups represent the standard work groups (teams) with the authorization for approval. For example, you may have an Approval Group for Site Requisitions and an Approval Group for Office Requisitions. The Approval Groups are represented numerically with a written description.

### Approval Group Number & Description

Enter a numerical value that will represent identification for each approval group. After each team's identification is entered, a description is required in the next field.

- The group value can consist of a maximum of 3 numeric digits in length.
- The group description can consist of a maximum of 60 characters in length.

## Group Approvers Maintenance

**ASSIGN APPROVERS**

SELECTION CRITERIA

Company: CCC (CMIC Test Construction Company)

Approval Group: 1 (Accounting)

REQUISITION APPROVERS

* Level	Limit	Description	* User ID	Name
1	1,000	Max \$1000	MISTY	MISTY RETCHFORD

*Pgm: RQGRAPRV – Assign Approvers to Groups; standard Treeview path: Requisitions > Setup > Local Tables > Approvers > Assign Approvers*

Group Approver Maintenance assigns a level and an approver from that level to a group or team. A requisition approver may belong to more than one group/team. Each Group will have to be entered separately.

### Approval Group (Number)

Select a group number from the Approval Group LOV.

Moving to the Requisition Approvers' section, select an approval Level, and from the User ID LOV, select the approver for this level.

### Level (Approval Level Number)

The system displays “1” as the default for the first level of approval to be associated with the requisition. Only those levels of approval defined in the Approval Level Maintenance screen will display.

The Approval Limit associated with the Approval Level displays in the adjacent field.

- Only one member for each level may be entered in the group.
- One or more levels may be entered.

## Approval Group Members

**APPROVAL GROUP MEMBER MAINTENANCE**

SELECTION CRITERIA

\* Company: CCC (CMIC Test Construction Company)

\* Approval Group: 1 (Accounting)

GROUP MEMBERS

* User ID	Name
DAVID	DAVID
MISTY	MISTY RETCHFORD
OLESLIA	OLESLIA
QATESTV10X	QATESTV10X
RAVI	RAVI

*Pgm: POGMEMB – Assign Members to a Group; standard Treeview path: Requisitions > Setup > Local Tables > Approvers > Approval Groups Members*

Use this screen to identify the names of the individuals performing a purchasing and/ORACLE® materials management function to be affiliated with an Approval Group. Note, this screen is also used in the PO module.

These individuals have been identified as part of the purchasing team, but do not necessarily have approving rights. Perhaps the individual is a buyer, receiver or requestor only. Now that the approvers have been identified, the other purchasing members may be associated with each approver group. Each member can belong to one group only.

As a user enters a requisition, the system will check the group affiliation of that individual and default the approver based on the limits and defaults entered on the Assign Approvers screen.

---

**NOTE:** A user can only belong to one group at a time. The Approvers of a group need not belong to that group.

---

### **Approval Group**

Enter the Approval Group having users applied. Each group will need to be entered separately.

---

**WARNING:** A user may only be applied to a group once.

---

### **User ID**

Enter a valid User ID for the individual being granted approval rights for a requisition or purchase order with the specified Approval group. This individual may be set up on the User Cross-Reference screen and assigned to roles as a requestor only, or a buyer only or a receiver only. They are now being associated to an approval group but do not have approval rights.

# Regular Setup Options

## Setup Overview

After setting up the Requisitions application initially, the only regular maintenance option is to create and edit Non-Stock Items.

## Non-Stock Items

* Item Code	Name	* WM	Last Price	Min Ord	Tax 01	Tax 02	Tax 03	Account	Internal Sales Account	Cost Code	Category	Description
ENGINE OIL	Engine Oil	GL	3,6700					4000,800	4000,800		4000	SALES REV
NO PO LINE	NO PO Line	EA	45,0000								2000	
NON-STOCK1	Non-Stock Item A	EA	10,0000	25	NR	CA01,01	AL	4000,800	4000,800		4000	SALES REV
NON-STOCK2	Non-Stock Item B	EA	20,0000					4000,800	4000,800		4000	SALES REV
WIN-01	Slider Window	EA	500,0000	13				5000,100	5000,100			

Pgm: PINSITM – Non-Stock Items; standard Treeview path: Requisitions > Setup > Non-Stock Item

The Non-Stock Item Maintenance screen is used to set up and maintain purchased items which will not be tracked within the Inventory application. If the Inventory application is not installed, all items should be defined using this screen.

The information required for the maintenance of Non-Stock Items includes Item Code, Name/Description, Weight/Measure, Last Price Amount, Minimum Order Quantity, Tax Codes, General Ledger account and Job category.

### Item Code

Enter a user-defined code that will default when entering non-stock items. Each code can consist of a maximum of 16-alphanumeric character.

### Name

Enter a user-defined descriptive name of the Non-Stock Item, consisting of a maximum of 30 alphanumeric characters.

**Weight/Measure Code**

Enter the unit in which quantitative information regarding the Non-Stock Item is measured (such as each, case/box, gallons, kilometers, etc.).

**Last Price**

The most recent price paid for this item may be entered in this field. The price will default to the Purchase Order entry field when this item is specified. This is not a mandatory field.

**Minimum Order Quantity**

Entering a minimum quantity in the Non-Stock Item screen assures a warning message in the purchase order entry screen should the quantity entered be less than what is registered here.

**Tax Codes 1, 2 and 3**

Enter the tax codes applicable to the non-stock item.

**General Ledger Account**

Select from the LOV the default expense account to be used when 'G' type distributions are entered against this non-stock item. The account will default when entering a purchase order providing it has been assigned to the phase.

**Cost Code & Category**

Select from the LOV the cost code and category from job costing that will be used when 'J' type distributions are entered against this non-stock item. This category will default when entering a purchase order.

**Description**

If a user-defined description is required for the non-stock item, it may be entered in this field. The description can consist of a maximum of 60 characters.

# Vendor Items

VENDOR ITEM MAINTENANCE										
SELECTION CRITERIA										
* Company <input type="text" value="CCC"/> CMIC Test Construction Company										
ITEMS										
* Vendor	Class	* Item Code	* Type	Vendor Defined Code	Last Order Date	Last Quantity	WM	Last Price	Minimum Quantity	Miscellaneous Notes
A1BRICKS	2000	BLOCK1	NA		08/04/2016	800	EA	0.0000		
A1CEMENT	2000	BLOCK1	01		10/03/2017	123	EA	23.7700		
A1MARBLE	2000	BLOCK1	01		10/03/2017	11	EA	11.0000		
A1ELEC	2000	BLOCK1	01		05/25/2016	36	EA	25.0000		
A1MASONS	2000	BLOCK1	01		10/04/2017	250	EA	1.0000		
1TIME	1000	BRICK1	01		04/11/2016	20	EA	15.0000		
1000-230	1000	BRICK1	01		06/30/2015	55	EA	10.0000		
12536	1000	BRICK1	01		11/20/2015	25	EA	100.0000		
UNITED1	1000	BRICK1	01		12/16/2014	100	EA	10.0000		
ATZ	1000	BRICK1	01		07/17/2015	253.678	EA	152.5260		
ATCO	1000	BRICK1	01		06/30/2015	10000	EA			
ATB	1000	BRICK1	01		06/08/2015	123	EA	6.0000		
ACCESSEN	1000	BRICK1	01	BRICKS	01/08/2014	100	EA	10.0000		Vendor Item List
ABC123	1000	BRICK1	01		02/23/2015	500	EA	541.0000		
A1SPACE	1000	BRICK1	01		06/16/2015	10	EA	100.0000		
A1ROOF	1000	BRICK1	01		02/19/2014	1475	EA			
A1PAVING	1000	BRICK1	01		02/19/2014	1250	EA			
A1MECH	1000	BRICK1	01		06/21/2017	100	EA	7.5000		
A1MARBLE	1000	BRICK1	01		06/21/2017	1000	EA	15.0000		
A1HVAC	1000	BRICK1	01		03/08/2018	1000	EA	12.0000		

Item Name

Pgm: VENITEMFM – Vendor Items; standard Treeview path: Requisitions > Setup > Vendor Item

The Vendor Items screen is used to assign vendors to the requisition and / or purchase of inventory as well as non-stock items. This screen will only be used if the inventory module is entered. The vendor items list can be viewed in the Item Details screen in the Inventory Module.

## Vendor Code

Enter/Select from LOV the vendor code.

## Item Class, Item Code & Item Type

Enter/Select the item class, item code and item type codes of the inventory item being assigned to the vendor.

## Vendor Defined Code

Enter the vendor-defined code of the inventory item. The code can consist of a maximum of 16 characters.

## Last Order Date

Enter the date on which the last order was purchased from this vendor.

## Last Order Quantity

Enter the last ordered quantity from this vendor. This field will be updated by the system as orders are processed against this item by this vendor.

**Last Price**

If known, enter the most recent price paid per unit.

**Minimum Quantity**

Enter the minimum purchase quantity allowed by the vendor.

**Miscellaneous Notes**

Enter any miscellaneous notes you may wish to record against the item(s) purchased from this vendor.



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