



How to Change Chartfields in A Requisitions

1

Manage Requisitions
Review requisitions, edit or view status.

Reports
Create a report of purchase orders, requisitions, and catalog-item usage.

Click "Manage Requisitions"

2

Click "Edit Requisitions"

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
test	0000012283	LAGPR	11/11/2016	Open	0.10

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	test	Not Sourced	N	10.0000	Each 0.01000 USD	Open	0.10

Line Comments:
<< test >>

Edit 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 for approval.

Business Unit: LAGPR LaGuardia CC - CUNY

Requester: 23055549 *Currency: USD

Requisition Name: test

3

Click Modify Line / Shipping / Accounting

Requisition Lines

Line	Description	Vendor	Unit	Quantity	Price	Total
1	test	PROFTEC	LC	10.0000	Each 0.01000	0.10

Total Amount: 0.10

Select All / Deselect All

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: LaGuardia
Requester:
Requisition Name:

Message

You must select at least one line to act on (10036,6057)

OK

Line	Description	Price	Total
<input type="checkbox"/> 1	Mobile File Cabinet-Pester-	320.00	320.00
<input type="checkbox"/> 2	shipping	75.00	75.00

Select All / Deselect All

Total Amount: 395.00 USD

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

Check Budget Budget Checking Status: **Valid**

 [Find more items](#)

If the Requisition has more than one line, you must select all lines that require the change.

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: [Modify Shipping Address](#)
 Due Date: Attention:

Accounting Information

Personalize | Find | | | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information		
Percent	Location	GL Unit	Account			
1	<input type="text"/> <input type="button" value="🔍"/>	LAG01 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

[Load Values From Defaults](#)

Make changes to your chartfields here. If you are changing your expense account code. Make the change in the "Account" field.



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: [Modify Shipping Address](#)
 Due Date: Attention:

Accounting Information

Personalize | Find | | | First 1 of 1 Last

Chartfields1	Chartfields2	Chartfields3	Details	Asset Information		
Percent	Location	GL Unit	Account			
1	<input type="text"/> <input type="button" value="🔍"/>	LAG01 <input type="button" value="🔍"/>	52819 <input type="button" value="🔍"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

[Load Values From Defaults](#)



Click "Apply"

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 "OK"

OK

Cancel

Select "All Distribution Lines"

Select "All Distribution Lines" to apply change to all distribution lines. Then click "OK".

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.

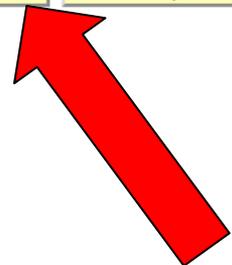
Business Unit: LaGuardia CC - CUNY
Requester: Cristina Natale *Currency:
Requisition Name: Priority:

Requisition Lines						
	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/>	1 test	PROFTECH LLC	<input type="text" value="10.0000"/>	Each	0.01000	0.10
<input checked="" type="checkbox"/> Select All / Deselect All						Total Amount: 0.10 USD
<input type="button" value="Add to Favorite"/> <input type="button" value="Add to Template(s)"/> <input type="button" value="Modify Line / Shipping / Accounting"/> <input type="button" value="Delete"/>						

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

[Find more items](#)



Make sure the changes have been made by clicking the triangle and expanding the chartfields to verify it is correct before final submission. After all changes are verified, click "Save and submit".

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

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