

Add/Update Requisitions - Microsoft Internet Explorer

Address: http://promt.ad.peralta.edu/psp/PAPROD/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?FolderPath=PORTAL_ROOT_OBJECT.PCC_APPLICATIONS.PCC_F

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Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

*Buyer: SCOTT, BARBARA **Unit of Measure:**

*Vendor: CASBO MEMBERSHIP **Location:**

Category:

Item Defaults

Ship To:

Due Date:

Ultimate Use Code:

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1

Dist	Percent	GL Unit	Location	Fund Code	Cost Ctr	Program	Activity Suffix	Project	Acct Line	Budget Date	Location
1		PCCD1	1	01	161	0		0000	00	12/07/2005	1

Internet 2:57 PM

Delete this entire budget line by scrolling to right and click on red minus sign [-]. And then re-enter all budget information





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Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: PCCD1 **Requisition Date:** 12/07/2005
Requisition ID: NEXT **Status:** Pending

For Line and Schedule defaults, Select 'Apply' to apply changes to all existing requisition lines/schedules/distributions.
For Distribution defaults, Select 'Apply' to apply changes to all existing requisition lines/schedules/distributions.
Example: If you select 'Apply' for Distrib Line 3, the changes will be applied to all existing requisition lines/schedules/distributions for that line.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the requisition.

Click Mark All and make items below list are then checked

[Mark All](#) [Unmark All](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>		Buyer	BSCOTT	
<input type="checkbox"/>		Vendor	0000504146	
<input type="checkbox"/>		Location	MAIN	
<input type="checkbox"/>		Ship To	1	
<input type="checkbox"/>		Due Date	2005-12-30	
<input type="checkbox"/>	1	GL Unit	PCCD1	<input type="checkbox"/>
<input type="checkbox"/>	1	Location	1	<input type="checkbox"/>
<input type="checkbox"/>	1	Fund Code	01	<input type="checkbox"/>



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Requisition

Business Unit: PCCD1
Requisition ID: NEXT [Copy From](#)

Status: Pending
Budget Status: Not Chk'd 

Last Step

Pending

Not Chk'd

Hold From Further Processing

Check Budget

Header

***Requester:** SCARRANZA Carranza, Sparky A C
***Requisition Date:** 12/07/2005  [Look up Requester \(Alt+5\)](#)
***Origin:** DPO District Purchase Order
***Currency Code:** USD Dollar
Accounting Date: 12/07/2005 

[Requisition Defaults](#) [Requisition Activities](#)
[Add Comments](#)

Amount Summary

Total Amount: 145.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Sta
1		Membership dues	1.0000		5301	145.00000	145.00	Per

