



# Infor System21 Purchase Requisitions

Product Guide

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## About this guide

The purpose of this document is to describe the functions that can be used within the RQ Purchase Requisitions Module.

## Intended audience

The guide is intended for any users of the RQ Purchase Requisitions business module.

## Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page **Error! Bookmark not defined.**

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# Chapter 1 Title

## Introduction

The Requisitioning application enables you to create requisitions from supply suggestions or by manual entry. You can then transfer requisitions into supply orders.

The requisitions may be generated from supply suggestions created by any of the following applications:

- Inventory Management
- Master Production Scheduling (MPS)
- Material Requirements Planning (MRP)
- Distribution Requirements Planning (DRP)
- Advanced Order Entry

Alternatively, requisitions may be manually entered (for stocked items, non-stocked items and services) within this application.

These are then subsequently transferred into the following supply orders:

- Purchase order lines

Or

- [Distribution order](#) lines (for items [sourced](#) by an internal supply [centre](#) within the company as defined to DRP)

The Purchase order lines are maintained within the Purchase Management application.

The [Distribution order](#) lines are handled as internal sales orders within the Sales Order Processing application.

## Relationship to Other Applications

The applications which are a pre-requisite for the operation of Requisitioning are:

- Purchase Management
- Inventory Management
- Accounts Payable
- General Ledger
- System Manager

The input to Requisitioning, i.e. supply suggestions, may be from one or more of the following:

- Inventory Management
- Master Production Scheduling (MPS)
- Material Requirements Planning (MRP)
- Distribution Requirements Planning (DRP)
- Advanced Order Entry

If you create [distribution orders](#), Sales Order Processing will handle them as internal sales orders (from supply [centre](#) to distribution [centre](#)).

**Note:** *At least one of the applications must be installed in order to generate requisitions, unless they are always created manually.*

## Application Configuration

The Requisitioning application is driven by the company profile of the corresponding Purchase Management company. The Purchase Management company profile defines:

- Company name
- Next requisition number
- [Release flag](#) and [order class](#) to be used on creation of a requisition
- If a new order is to be created on change of purchase officer
- Interface parameters for Inventory Management

See the Purchase Management product guide for full details of the company profile options.

# Preparing to Use Requisitioning

Preparing to use the Requisitioning application requires careful planning and preparation. Your existing requisitioning procedures and data need to be transferred to the application.

## Configuring the Application

### Companies

Requisitioning does not contain its own company profile record. For each company to be processed within the Requisitioning application, the following information must be maintained in the corresponding Purchase Management application company profile:

- Default [order class](#) for [source](#) requisitions
- Default [release flag](#) for new requisitions
- New order flag default value
- Whether or not a new order is required on change of [purchasing officer](#)
- Requisition numbering options
- Whether authorisation is required for modified [sourced](#) requisitions

Refer to the Purchase Management product guide for further details.

### Items

Items must be defined to Inventory Management.

### Suppliers

The suppliers to be referenced in Requisitioning are normally defined in the Supplier Master file. This is maintained within the Accounts Payable.

When requisitions are created from Inventory, MPS/MRP or DRP, the supplier is the preferred supplier from the item/stockroom record. If this is blank, the supplier will be set to the first supplier of the item from the item/supplier profile file within Purchase Management.

However, if the item is supplied within the company, and the DRP application is installed, the supplier is defined as a supply [centre](#) within DRP.

### Stockrooms

These must be defined in Inventory Management.

### Purchasing Officers

If items are to be controlled by their respective purchase officers, you should maintain definitions within the Purchase Management application.

### Authorisation

All users who are to be allowed to raise [manual requisitions](#) must have a [Requisitioner](#) record in the Authorisation file.

## Starting to Use Requisitioning

Once you have set up and retrieved the basic data you can start using the Requisitioning application.

The processing tasks allow you to create requisitions manually or automatically, maintain existing requisitions, authorise [manual requisitions](#) and create supply orders from Requisitioning.

## Implementation Procedure

After installing the software provided, the recommended steps for installing the Requisitioning application are:

- 1 Update Purchase Management company profile options with Requisitions options.
- 2 Check the purchasing officer definitions in Purchase Management.
- 3 Check the preferred supplier in the item/stockroom records in Inventory Management.
- 4 Check the item/supplier profile records in Purchase Management.
- 5 Define and create the authorisation records via the task in this application. These are required if requisitions are to be entered manually or if requisitions sourced from other applications require authorisation when amended.

## Exclusivity

The task for **Create Purchase Orders [31/RQP]** may be processed whilst requisitions are being maintained within the tasks **Requisitions Confirmation [11/RQP]** and **Review Requisitions & Create P/Orders [12/RQP]**. This has implications due to the 'locking' of requisitions:-

Users of **Requisitions Confirmation [11/RQP]** and **Review Requisitions & Create P/Orders [12/RQP]** may be locking a number of requisitions that are visible but are not actually being maintaining. Therefore, these requisitions will not be eligible for conversion to purchase orders until completion of the maintenance activity. This could delay the creation or purchase orders and reduce the possibility of consolidation of orders. So it will not be possible to ensure that every eligible requisition is converted en-masse if other users are maintaining requisitions.

Any task failures that leave requisitions locked will prevent those requisitions being converted to purchase orders until their locks are cleared manually.

Requisitions ignored due to locks are reported, and highlighted as suspect if older than 2 hours.

If Work Management is active then all requisitions that are not converted, due to locking, will result in a 'Failed to convert requisition' event.

The other batch tasks that create requisitions (e.g. **Create Requisitions from MPS [2/RQP]**) and those that Create orders (**Create [Distribution Orders](#) [32/RQP]**, **Create Transfer Orders [33/RQP]**)

and **Create Consignment Orders [34/RQP]** require exclusive use so are not concerned with individual requisition locking.



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## Chapter 2 Maintenance

### Requisitioning Maintenance Functions

Much of the data used by Requisitioning is held in the Inventory Management, Purchase Management, Production, or Distribution Requirements Planning applications.

The usage of master file data from other applications is as follows:

Data	Sourced From
Item	Inventory Management
Supplier	Accounts Payable/DRP
<a href="#">Purchasing Officer</a>	Purchase Management/ Inventory Management/ DRP
Stockroom	Inventory Management

User authorisation is the only data maintained within the Requisitioning application.

### Authorisation Maintenance [1/RQM]

Use this task to maintain details of the users who can create [manual requisitions](#). For each [requisitioner](#) you can define:

- A spending limit per requisition or per month
- Authorisations for each [requisitioner](#), based on the spending limits

## Authorisation Maintenance Selection Window

To display this window, select the Authorisation Maintenance task.

Use this window to enter the ID of the [requisitioner](#) you want to maintain. This must be a valid user ID, that is, one already defined to System Manager.

### **Fields**

#### **Requisitioner's User ID**

Enter a valid user ID.

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

Press Enter to display the Authorisation Maintenance Details window.

## Authorisation Maintenance Details Window

To display this window, enter or select a valid user ID and then press Enter on the Authorisation Maintenance Select window.

Use this window to maintain the [department](#), the spending limits, and the [authoriser](#) for this [requisitioner](#).

### **Fields**

#### **Requisitioner's User ID**

This field displays the user ID that you entered on the previous window.

#### **Name**

You must enter the name of the [requisitioner](#).

#### **Department**

You must enter the name or code of the [department](#) in which the [requisitioner](#) works.

Alternatively, use the prompt facility to select from the All [Departments](#) pop-up.

**Note:** You can create a new [department](#) by entering the [department's](#) name and selecting **Update (F8)**, when maintaining the first [requisitioner](#) in that [department](#).

#### **Telephone**

You can optionally enter a telephone number or extension for this person.

#### **Spend Limits Per Requisition**

Enter the maximum total net value for a single requisition that this person can raise without requiring authorisation from a senior member of staff; for example, the [departmental](#) manager

**Note:** If you do not require this control, or the [requisitioner](#) is sufficiently senior within the company, enter this as 999999999999.99.



### Per Month

Enter the maximum total net value of the requisitions that this person can raise per month without requiring authorisation.

**Note:** If you do not require this control, or the [requisitioner](#) is sufficiently senior within the company, enter this as 999999999999.99.

### Actual Spend

This displays the total net value of all [manual requisitions](#) raised by this person in the current calendar month. This value is automatically maintained within the application when [manual requisitions](#) are authorised, but can be manually amended here.

**Note:** Where the [authoriser](#) is not the original [requisitioner](#), the amount spent is updated for the [Authoriser](#) rather than the [Requisitioner](#), as they are considered to have actually committed the expenditure.

### Authoriser's User ID

Enter the user ID of the person who is responsible for authorising requisitions for this [requisitioner](#). An [authoriser](#) is not required where the [requisitioner](#) has unlimited spend capability.

**Caution:** The authoriser must have been defined previously as a requisitioner in his/her own right, with at least one spend limit higher than the current requisitioner.

The [authoriser](#) can also have an [authoriser](#) defined on his/her [requisitioner](#) record.

You can leave this blank if the [requisitioner](#) has unlimited spending authority, that is, this [requisitioner](#) is the most senior person within the company. You must define at least one such [requisitioner](#) for the company.

### Functions

#### Delete (F11)

Use this to delete a [requisitioner's](#) record.

**Note:** You can only delete [requisitioners](#) if there are no [outstanding requisitions](#) which were manually entered by the [requisitioner](#), and the [requisitioner](#) is not defined as an [authoriser](#) to any [requisitioner](#).

Select **Update (F8)** to update the requisitioning authorisation file and the corresponding audit file.

## Authorisation File List [21/RQM]

This task submits a batch job which produces the Authorisation Maintenance File List report.

The Authorisation Maintenance File List report gives the following information for each [requisitioner](#):

- User ID
- User name
- Telephone number (if entered)

- The [requisitioner's](#) spend limits
- The actual spend for the current month
- The [requisitioner's authoriser](#) (if applicable)

Select Confirm **Submit (F8)** to generate the report.

---

## Chapter 3 Processing

### Requisitioning Processing Functions

Processing within Requisitioning may be split into four distinct stages:

- Creation of requisitions
- Maintenance of requisitions
- Authorisation of [manual requisitions](#)
- Creation of supply orders from requisitioning

#### **Creation of Requisitions**

Requisitions may be created by any of the following:

- Inventory re-ordering
- Interface to Manufacturing (MPS/MRP)
- Interface to DRP
- Interface to Advanced Order Entry
- Manual entry via Requisitions Confirmation (11/RQP) or Review Requisitions and Create Purchase Orders (12/RQP)

#### **Maintenance of Requisitions**

Requisitions are maintained using the Requisitions Confirmation (11/RQP) or Review Requisitions and Create Purchase Orders (12/RQP) tasks. They may also be reported on during their existence within the Requisitioning application.

#### **Authorisation of Manual Requisitions**

Any manually entered requisitions which require authorisation are displayed for processing by the relevant [authoriser](#). The requisition may then be authorised, rejected or transferred to another [authoriser](#).

#### **Creation of Supply Orders**

Two types of supply orders are handled by Requisitioning: purchase orders and [distribution orders](#).

Purchase order lines can be created for purchased items. [Distribution order](#) lines can be created for items supplied by a supply [centre](#) within the company. This is created as a special type of sales order line; that is, an internal order which will not create an invoice or update Sales Analysis.

## Create Requisitions from Inventory [1/RQP]

Use this task to create requisitions based on item/stockroom stock levels and replenishment criteria. Consignment stockrooms are excluded from the calculation of demand

This task also deletes all [outstanding requisitions](#) from Inventory that have not been converted into orders.

This task generates the following reports:

- The Inventory Re-order/Overstock report

For details of the Re-order report and the calculations made to determine reorder quantities, refer to the Maintenance section of the Inventory Management product guide.

- The Requisitions Deleted report

This details all [outstanding requisitions](#) from Inventory that have been deleted.

**Note:** Only requisitions [sourced](#) from Inventory are deleted, not those from Manufacturing, Advanced Order Entry, DRP or manual entry.

- The New Requisitions report

This details all new requisitions created.

When requisitions are generated, the data is [sourced](#) as follows:

- The item identified by Inventory as requiring re-ordering
- The preferred supplier from the item stockroom details for the item
- The purchase officer defined for the item
- The stockroom for which the application has identified a shortage of the item
- The recommended re-order quantity, as calculated by the application
- The due date is calculated by the application by adding the lead time for the item to the requisition creation date. A check is done to determine whether an active Delivery Schedule exists (see Purchase Management **Supplier Delivery Schedule [12/PMM]**). First the Item/Stockroom/Supplier is checked. If no Delivery Schedule exists for the Item/Stockroom/Supplier, then the Item/Supplier is checked. If no Delivery Schedule exists for the Item/Supplier then the Supplier alone is checked. If an active Delivery Schedule is found, then the due date for the new requisition is adjusted if necessary so that it is on a valid delivery date. However, if the schedule has no delivery date on or before the original Due Date, the requisition is created with the original Due Date, and the details are printed on the Exception Report.
- The price and discount from the item supplier details in Purchase Management

If these details are not found, the price is set to the standard cost in the Inventory item stockroom details. The discount is set to zero. Requisitions for internal distribution are not priced.

If the preferred supplier's item/supplier profile is set to Inactive or Unauthorised, the supplier is not used and the requisition will be flagged as being in error.

- The [release flag](#) value as defined on the Purchase Management company profile
- The requisition number based on the range defined within the Purchase Management company profile
- The purchasing text, which is copied to become requisition text

If no purchasing text exists for an item, its description is copied to become the first line of requisition text.

The report shows recommended order quantities, or if there is excess stock of any item.

The following quantities are shown in the appropriate default inventory unit of each item:

- Physical balance
- Frozen balance
- Allocated balance
- Available balance
- Forward order balance
- On-order balance
- Reserved balance
- In-transit balance
- Back order balance
- Expected balance
- Re-order point
- Maximum stock level
- Average usage quantity
- Suggested re-order quantity
- Stock excess quantity
- The description of the appropriate inventory unit is shown to assist the user.

## Create Requisitions from Inventory Selection Window

To display this window, select the Create Requisitions from IN task.

Use this task to select the sequence of the Re-order report, before submitting the batch program to create the report and associated requisitions.

You can view this report as a list of requisitions for each item across all stockrooms, or as a list of requisitions for each stockroom, highlighting shortages at each location.

### **Fields**

### **Enter Sequence of Re-Order/Overstock Report**

Select one of the following:

Item Sequence (1) - To generate the report in item code sequence

Stockroom Sequence (2) - To generate the report in stockroom sequence

The batch program outputs the report in the specified sequence and adds the generated requisitions. These can subsequently be amended or reported on.

Press Enter to display the confirmation message. Press Enter again to generate the report and requisitions.

When the submitted job is processed, only Requisitions for those Stockrooms to which the submitting user is authorised are created, if stockroom authorization is switched on.

## Create Requisitions from MPS [2/RQP]

Use this task to generate requisitions from suggested purchase order lines produced by the last MPS processing run.

All [outstanding requisitions](#) from MPS from the first planner action date onwards are deleted.

When attempting to find a supplier for the demand, suppliers are disregarded if the [status](#) of their item/supplier profile is set to Inactive or Unauthorised.

The user selects a [Model](#) code for which to submit the creation of Requisitions. If Stockroom authority is switched on and if the user is not authorised to any of the Stockrooms in the selected [Model](#), then the Stockroom Authorisation error window appears and the submission is disallowed.

Two reports are also generated:

- The New Requisitions report  
This details all new requisitions that have been created.
- The Requisitions Deleted report  
This details all [outstanding requisitions sourced](#) from MPS that have been deleted.

Requisitions generated by this procedure contain the following information:

- The item identified by MPS as requiring re-ordering
- The preferred supplier for the item
- The purchase officer defined for the item
- The stockroom for which MPS has identified a shortage of the item
- The recommended re-order quantity as calculated by MPS

- The delivery date set by MPS as the required date for the demand on the item
- The price and discount defined for the item in Purchase Management  
If no details exist, this defaults to the standard cost in the Inventory item stockroom details.
- The [release flag](#) value, set to the default on the Purchase Management company profile
- The requisition number

## Create Requisitions from Suggested Orders in MPS Window

To display this window, select the Create Requisitions from MPS task.

You use this window to submit a program to create requisitions [sourced](#) from MPS, selecting by planner action date range. This task also deletes all [outstanding requisitions](#), and creates reports detailing the new requisitions created and those deleted.

The [Purchasing Officer](#) is taken from the Production Item/Stockroom Override. If no [Purchasing Officer](#) is defined for the Production Item/Stockroom Override, then it is taken from the inventory Item Master. The Purchase Officer is the one defined for the Production Item/Stockroom Override at the time of the MPS processing.

The MPS / MRP planning filter of suggested purchase orders is passed through to requisitions from the MPS plan.

### **Fields**

#### **Model**

This field displays the production [model](#) defined to the company profile in Manufacturing.

This field is for information only and cannot be amended.

#### **Planner Action Date Range/To**

Enter or select a range of valid calendar dates for which requisitions will be created if the action date falls between the dates entered.

Enter **999999** in the To field if you do not want to enter a date range.

**Note:** Only [outstanding requisitions](#) created by MPS are deleted, not those from Inventory, DRP, MRP or Advanced Order Entry

Select **Submit (F8)** to submit a program to the job queue. This creates requisitions [sourced](#) from MPS, and deletes [outstanding requisitions](#).

## Create Requisitions from DRP [3/RQP]

You use this task to generate requisitions from suggested order lines produced by the latest DRP processing run. You can select suggestions by planner action date range for the specified supply [centre](#), distribution [centre](#) or supply [network](#).

The requisitions are for externally supplied items (with a valid supplier) and internally distributed items (where the supplier is a valid DRP supply [centre](#)).

When attempting to find a supplier for the demand, suppliers are disregarded if the [status](#) of their item/supplier profile is set to Inactive or Unauthorised.

Requisitions which have not been converted to orders will be deleted prior to the creation of the new requisitions. All [outstanding requisitions](#) previously created from the selected DRP DC, [centre](#) or [network](#) will be deleted from the start Planner action date onwards.

Two reports are generated:

- The New Requisitions report
- The Requisitions Deleted report

Requisitions generated by this procedure contain the following information:

- The item identified by DRP as requiring re-ordering
- The supplier for the item as defined item within DRP
- The purchase officer defined for the item
- The stockroom for which DRP has identified a shortage of the item
- The recommended re-order quantity as calculated by DRP
- The date set by DRP as the required date for receipt of the item
- The price and discount for the item from Purchase Management

If none exists, this defaults to the standard cost in the Inventory item stockroom details.

- The [release flag](#) value, set to the default on the Purchase Management company profile
- The requisition number

## Create Requisitions from DRP Suggestions Window

To display this window, select the Create Requisitions from DRP task.

Use this window to select the date range for which requisitions will be created, plus the DRP DC, [centre](#) or [network](#), and to submit the batch program to create requisitions.

Only Requisitions for those Stockrooms to which the submitting user is authorized, are created if stockroom authority is switched on.

### **Fields**



**Planner Action Date Range/To**

Enter or select a range of valid calendar dates for which requisitions will be created if their action date falls between the dates entered.

If you do not want to enter a date range, enter **999999** in the To field.

**Centre/DC Code**

Enter a valid DRP [Centre](#) or DC code; that is, one which is defined to at least one supply [network](#) within DRP. If you enter a code in this field, you cannot use the All DCs for [Network](#) Code field.

**All DCs for Network Code**

Enter a valid DRP [Network](#) code.

If you enter a code in this field, you cannot use the [Centre](#)/DC Code field.

**Note:** If [network](#) is selected, requisitions are created for all DCs defined to it, but not for the supply [centre](#). The latter must be processed separately (after the central supply plan has been created in DRP).

Select **Update (F8)** to submit the program to the job queue to create requisitions [sourced](#) from the selected DRP DC, [centre](#) or [network](#), and to delete any [outstanding requisitions](#).

## Create Requisitions from MRP/APS [4/RQP]

Use this task to generate requisitions from suggested purchase order lines contained within the latest MRP planning results.

All [outstanding requisitions](#) from MRP from the first planner action date onwards are deleted.

When attempting to find a supplier for the demand, suppliers are disregarded if the [status](#) of their item/supplier profile is set to Inactive or Unauthorised.

If stockroom authority is switched on and you are not authorised to any of the Stockrooms in the selected [Model](#), then the Stockroom Authorisation error window will appear and the submission is disallowed.

Two reports are also generated:

- The New Requisitions report  
This details all new requisitions that have been created.
- The Requisitions Deleted report  
This details all [outstanding requisitions sourced](#) from MRP that have been deleted.

Requisitions generated by this procedure contain the following information:

- The item identified by MRP as requiring re-ordering
- The preferred supplier for the item

- The purchase officer defined for the item
- The stockroom for which MRP has identified a shortage of the item
- The recommended re-order quantity as calculated by MRP
- The delivery date set by MRP as the required date for the demand on the item
- The price and discount defined for the item in Purchase Management  
If no details exist, this defaults to the standard cost in the Inventory item stockroom details.
- The [release flag](#) value, set to the default on the Purchase Management company profile
- The requisition number

## Create Requisitions from Suggested Orders in MRP Window

To display this window, select the Create Requisitions from MRP/APS task.

You use this window to submit a program to create requisitions [sourced](#) from MRP, selecting by planner action date range. This task also deletes all [outstanding requisitions](#), and creates reports detailing the new requisitions created and those deleted.

The [Purchasing Officer](#) is taken from the Production Item/Stockroom Override. If no [Purchasing Officer](#) is defined for the Production Item/Stockroom Override, then it is taken from the inventory Item Master. The Purchase Officer is the one defined for the Production Item/Stockroom Override at the time of the MRP processing.

The MPS / MRP planning filter of suggested purchase orders is passed through to requisitions from the MPS plan.

### **Fields**

#### **Model**

This field displays the production [model](#) defined to the company profile in Manufacturing.

This field is for information only and cannot be amended.

#### **Planner Action Date Range/To**

Enter or select a range of valid calendar dates for which requisitions will be created if the action date falls between the dates entered.

Enter **999999** in the To field if you do not want to enter a date range.

**Note:** Only [outstanding requisitions](#) created by MRP are deleted, not those from Inventory, DRP, MPS or Advanced Order Entry.

Select **Submit (F8)** to submit a program to the job queue. This creates requisitions [sourced](#) from either MRP, and deletes [outstanding requisitions](#).

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## Create Consignment Requisitions [5/RQP]

Use this task to generate consignment item requisitions automatically based on the re-order criteria set up for the item in Inventory Management.

If OC Sourcing of Consignment Stock is active, the requisitions created will be for either DRP transfer orders or Direct Delivery purchase orders, as determined by the sourcing rules. Otherwise, they will be for DRP transfer orders from the Replenish From stockroom (2/OEM Customer Maintenance Additional Attributes pop-up). This stockroom is also the default if OC sourcing is unsuccessful.

This task also deletes all outstanding consignment requisitions for consignments that have not been converted into orders.

This task generates the following reports:

- The Consignment Re-order/Overstock report
- The Consignment Requisitions Deleted report

This lists all outstanding consignment requisitions that have been deleted.

**Note:** *Only consignment requisitions are deleted, not those for other stockrooms.*

- The New Requisitions report

This lists all new requisitions created.

The Consignment Re-Order/Overstock report shows recommended order quantities or indicates excess stock of an item.

The following quantities are displayed in the stockroom issue unit of each item:

- Physical balance
- On-order balance
- In-transit balance
- Re-order point
- Maximum stock level
- Suggested re-order quantity
- Stock excess quantity

The description of the inventory unit is displayed to assist the user.

**Note:** *A manual facility for entry/amendment of consignment transfer orders is provided by Order Capture.*

## Create Consignments Requisitions Selection Window

To display this window, select the Create Consignment Requisitions task.

Use this window to select the sequence of the Re-order report, before submitting the batch program to create the report and associated requisitions.

You can view this report as a list of requisitions for each item across consignment stockroom, or as a list of requisitions for each customer, highlighting shortages at each location. If no replenishment point is selected, all are eligible.

The generated requisitions can be amended subsequently and then used to generate transfers and/or purchase orders.

### **Fields**

#### **Select Consignment Stockroom to Replenish**

Against each customer that allows consignment stock is a consignment stockroom. Each consignment stockroom should be replenished in turn.

You can use the prompt facility on this field to select from the Stockroom Selection pop-up.

#### **Enter Sequence of Re-Order/Overstock Report**

Select one of the following:

Item sequence (1) - To generate the report in item code sequence

Customer sequence (2) - To generate the report in customer sequence

Press Enter to display the confirmation message and then press Enter again to generate the report and requisitions.

## Requisitions Confirmation [11/RQP]

You use this task to maintain requisitions generated from Inventory Management, Advanced Order Entry, MPS, MRP or DRP.

You also use this task to enter and maintain [manual requisitions](#) for both stocked and non-stocked items (including services).

This task may be used whilst purchase orders are being created by **Create Purchase Orders [31/RQP]**. This has implications regarding the locking of requisitions that will mean they are ineligible for conversion to orders. So you should avoid maintenance of unnecessarily large subsets of requisitions since all of those that have been shown in your session are locked. You should use selection criteria such as [Requisitioner](#), Supplier, Purchase Officer or [Department](#). Alternatively use a non-existent [Release Flag](#) so that no existing requisitions will be accessed, if you are simply adding new requisitions.

## Requisitions Confirmation Selection Window

To display this window, select the Requisitions Confirmation task.

Use this window to select the requisitions to be amended or deleted.

### **Fields**

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The following fields are all optional.

To display all requisitions for the company, leave these fields blank.

**Release Flag**

You can enter a [release flag](#) value to select requisitions with that value.

**Item**

Enter a valid item code to select requisitions for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Supplier**

Enter a valid supplier code to select requisitions for that supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If DRP is installed, then the supplier can also be a supply [centre](#) defined to DRP.

**Purchase Officer**

Enter a valid purchase officer code to select requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

**Order Class**

Enter a valid [order class](#) to select requisitions for that [order class](#).

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

**Stockroom**

Enter a valid stockroom code to select requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

**Requisitioner**

Enter a valid [requisitioner](#) user ID to select requisitions manually entered by that [requisitioner](#).

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

**Department**

Enter a valid [department](#) to select requisitions for that [department](#).

Alternatively, use the prompt facility to select from the All [Departments](#) pop-up.

**Sales Order**

Enter a valid sales order number that has a related requisition (buy-to-order or direct delivery).

Alternatively, use the prompt facility to select from the Available Orders selection pop-up.

Press Enter to display the Requisitions Confirmation Details window, which displays details of requisitions satisfying the selection criteria.

## Requisitions Confirmation - Detail Window

To display this window, press Enter on the Requisition Confirmation Selection window.

You use this window to view details of the selected requisitions. You can also add, amend or delete requisitions.

### **Fields**

#### **Item**

This field displays the code for the item.

Item codes are defined in Inventory.

If the item is displayed in red, it does not exist on the Item Master file within Inventory Management.

**Note:** During validation of the item and supplier of a new or amended requisition of stocked [order class](#), the item/supplier profile is checked and rejection occurs if either of the following apply:

**Note:** There is an existing item/supplier profile but its [status](#) is Inactive.

**Note:** There is an existing item/supplier profile but its [status](#) is Unauthorised and the [order class](#) of this order is disallowed for unauthorised item/supplier profiles. Allowed [order classes](#) are those which have 1 in the Value/Percentage flag in the PM Parameter file ORDC entries. For example, if sample orders have an [Order Class](#) of 3, and only sample orders are allowed for unauthorised profiles, the ORDC entry for 3 should have the flag set to 1. Other [order classes](#) have the flag set to blank (the default) or zero.

**Note:** However, if there is no item/supplier profile, you are allowed to request creation of one, using the entered price etc.

#### **Supplier**

This field displays the code for either an external supplier or an internal supply [centre](#). If the supplier name is displayed is highlighted, the supplier does not exist in the Supplier Master file within Accounts Payable. Supply [centres](#) are also highlighted on this window, to distinguish internal requisitions from external requisitions.

For an external supply, stock order, if the supplier is blank or invalid, the system will attempt to determine a default preferred supplier. If one is found the Preferred Supplier window is displayed, on which the supplier can be confirmed.

#### **SR**

This field displays the code of the stockroom for which the requisition has been raised.

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If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

**Cls**

This field displays the [order class](#) for the requisition.

[Order classes](#) are:

1-4 for stocked orders

5-8 for non-stocked orders (including 6 for services)

**Quantity/UoM**

These fields display the order quantity and the appropriate unit of measure.

**Price/UoM**

These fields display the price and price unit of discount for the requisition.

DRP centrally supplied items are not priced.

**Cur**

This field displays the currency code for the supplier.

**Rlsf**

This field displays the [release flag](#) value. This value is user-defined and can be used to select requisitions for amendment, reporting or conversion to orders.

**Description/Cost Code**

This field displays the item description for stocked orders or the cost code for non-stocked orders. This code is used to charge the cost for this item to the relevant GL code.

**Due**

This field displays the date that delivery of these goods is due, as calculated by Inventory, Manufacturing, or DRP or manually specified.

**P. Off**

This field displays the purchase officer responsible for this requisition.

If the purchase officer is displayed in red, this code does not exist on the Purchase Officer file in Purchase Management.

**Disc.**

This field displays the discount for the requisition.

**Status**

This field displays the [status](#) of the order.

**Reserved**

This field displays the quantity reserved for the order.

**Source**

This field displays the order [source](#) (Manual, Inventory, Production, DRP or Advanced Order Entry).

You can add [manual requisitions](#) by entering the following details at the foot of the window.

**Rlsf**

You can optionally enter a [Release Flag](#) value to define the [status](#) of the requisition.

The value entered is not validated, but can be used for future selections of requisitions for amendment, reporting and conversion to orders.

**Item**

Enter a valid item code defined to Inventory Management.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Supplier**

Enter a valid code from the Supplier Master file, or a valid supply [centre](#) defined to DRP.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**P. Off**

This field defaults to the purchase officer number defined on the item record, but you can override it by entering any valid purchase officer number.

You can use the prompt facility to select from the Select Purchasing Office pop-up.

**Strm.**

Enter a valid stockroom code for the requisition. This must be defined in Inventory Management.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

**Cls**

Enter the [order class](#) for the requisition.

You can enter:

1-4 for stocked orders

5-8 for non-stocked orders (including 6 for services)

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

**Note:** *Non-stocked items defined to Inventory Management are ordered on normal stocked orders [order classes](#) 1 to 4. Non-stocked orders (classes 5 to 8) are only used where no item code corresponds to the goods or services to be purchased.*

**Qty/UoM**

Enter the requisition quantity.

You can also enter or select any of the units of measure defined for an item.



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Requisitions for stocked orders are in the unit of measure defined on the item master record in Inventory. This is the unit that will be assumed if you leave the unit of measure field blank.

However, you can enter any of the units of measure defined to the item, in which case the software will automatically convert the quantity to the item master issue unit before adding or updating the requisition. For non-stocked orders, the units of measure available are those defined in the Purchase Management Parameters file.

**Note:** *When purchase order lines are created from requisitions, they will be converted to the item master purchasing unit if you have specified this on the Item/Supplier Profile in Purchase Management.*

### **Due Date**

Enter or select the due date for this requisition. If there is a Delivery Schedule for the Item/Stockroom/Supplier, Item Supplier or Supplier, then the entered date is validated to determine whether it conforms to the Delivery Schedule. If it does not then a warning is given allowing the date to be accepted.

**Note:** *The active Delivery Schedule, if applicable, may be viewed via **Delivery Schedule (F18)** and a date selected from it.*

### **Price/UoM**

Enter the price of the requisitioned item. The price is [sourced](#) from the Item/Supplier file in Purchase Management or entered manually.

You can also enter or select any of the units of measure defined for an item.

For a stocked order, the price unit of measure may be expressed in any of the units defined on the item master details in Inventory. For a non-stocked order, the unit must be defined on the Purchase Management Parameters file and must be the unit code in which the requisition quantity is expressed.

**Note:** *If you are using Catchweight in this company, the price UoM you enter can be any of the secondary UoMs that have conversions previously defined, (for Catchweight items only) in Inventory Management.*

### **Cur.**

Enter a currency code if the requisition supplier is multi-currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

### **Full Text**

Use this checkbox as follows:

Unchecked - Text will not be retrieved.

Checked - The purchase text for an item will be retrieved and placed on the requisition. The text will be passed to the order when it is converted from the requisition.

### **Disc %**

This is the discount percentage allowable against the displayed price. It is normally [sourced](#) from the Item/Supplier file in Purchase Management, but can be entered manually.

**GL Code**

You must enter this on [manual requisitions](#) for non-stocked orders.

Alternatively, use the prompt facility to select from the Select Account pop-up.

This code is used to charge the cost for this item to the relevant General Ledger account code.

**Dept**

You can optionally enter a [department](#) code, which it must be valid for at least one [requisitioner](#) in the authorisation file.

Alternatively, use the prompt facility to select from the All [Departments](#) pop-up.

If you leave this field blank for a [manual requisition](#), it will default to the [department](#) assigned to the [requisitioner](#) in the authorisation record.

**Options****Amend**

Use this to amend requisition details.

These details are then displayed at the bottom of the window. [Manual requisitions](#) can only be amended or deleted by the original [requisitioner](#). Once authorised, requisitions cannot be amended.

**Text**

Use this to maintain the purchasing text for the requisition.

The Purchasing Text pop-up is displayed. You cannot maintain text for distribution requisitions; an appropriate error message is displayed on the current window.

***Note:** Text can be added to a [manual requisition](#) before or after you select Update (F8) to create it.*

**Reservation Enquiry**

Use this to display purchase reservations for the requisition.

**Delete**

Use this to delete the requisition.

The Confirm Deletion pop-up is displayed. Select **Confirm Delete (F11)** to delete the selected requisition.

**Functions****Status (F14)**

Use this to display the Requisition Confirmation [Status](#) window.

**Where Bought Enquiry (F15)**

Use this to access the Where Bought Enquiry window in Purchase Management. For more information on this enquiry, refer to the Enquiries chapter of the Purchase Management product guide.

### **Spend Limit Enquiry (F16)**

Use this to display the Requisitions Confirmation Spend Limit Enquiry pop-up.

### **Delivery Schedule (F18)**

Use this to display the Delivery Schedule Dates Pop-up, if one applies to the Item/Stockroom/Supplier, Item/Supplier or Supplier. A date may be selected from the list shown.

Select **Update (F8)** to leave this window and update any changes that you have made to requisitions.

## Preferred Supplier Pop-up

This pop-up is displayed for stock orders if the supplier code is blank or is invalid and a preferred or default supplier can be determined.

This pop-up shows the preferred or default supplier code and allows this to be confirmed as the supplier for this requisition.

For a stock item, the first supplier from the Item/Stockroom record is displayed, if a corresponding active item/supplier profile is found. Otherwise, (or for non-stock items) the preferred supplier from the Item Master file is displayed, if a corresponding active item/supplier profile is found. If neither of these is applicable but there is a single active item/supplier profile for this item, the supplier from this is suggested.

**Note:** The **Where Bought Enquiry (F15)** function on the Requisition Confirmation Detail window displays a list of item/supplier profiles from which a supplier can be selected. This may be of use if no preferred supplier is found.

### **Functions**

#### **Previous (F12)**

Use this to return without accepting the preferred supplier. You will then need to enter a valid supplier code.

Press Enter to confirm the suggested supplier for the requisition and return to the Requisition Confirmation Detail window.

## Requisitions Text Pop-up

To display this pop-up, select Text in against a requisition in the Requisition Confirmation window.

Use this pop-up to maintain purchasing text for the selected requisition. This text may be transferred to Purchase Management when the requisition is converted into a purchase order line.

The unique number assigned to the requisition is displayed in the upper right-hand corner of the Requisitions Text pop-up.

**Fields****Text Lines**

You can enter up to 45 characters on a single line, and use up to 99 lines. No other validation is performed. You can leave blank lines between text lines.

**Position To**

Use this to specify the line number to be positioned at the top of the pop-up.

**Insert After**

Use this to specify the number of blank lines to be inserted and the line number after which to begin insertion.

**Delete From**

Use this to specify the number of lines to be deleted and the line number at which to begin deletion.

**Note:** *No amendments, insertions and deletions are actually performed in the text file until you select Update (F8).*

Select **Update (F8)** to update the file.

## Reservation Enquiry Pop-up

To display this pop-up, select Reservation Enquiry against a requisition on the Requisition Confirmation Detail window.

You can use this pop-up to view details of any sales order reservations made against this requisition.

**Fields****Reference**

This field displays the sales order reservation reference number.

**Type**

This field displays the type of order for which the reservation has been raised.

**Due Date**

This field displays the date that the order is due to be despatched.

**Reserved/UoM**

These fields display the quantity reserved for the order and the unit of measurement.

**Options****Demand Order Enquiry**

Use this to display the sales order line for which the reservation has been made.

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For more information on the Sales Order Line Enquiry see the Enquiries chapter of the Sales Order Processing product guide.

-Select Previous (F12) to return to the Requisition Confirmation - Detail window.

## Requisitions Confirmation - Status Window

To display this window, select [Status \(F14\)](#) on the Requisition Confirmation - Detail window.

Use this window to add, change or delete requisitions whilst showing the [status](#) of the selected requisitions. This is of particular interest for [manual requisitions](#). This window is the same as the Requisition Confirmation - Detail window, except that [Release Flag](#), Description, Due Date, [Source](#) and Discount fields are replaced by the fields described here. All other displayed details, input details, processing and functions are the same as those on the Requisition Confirmation - Detail window, except that the **Detail (F13)** function replaces [Status \(F14\)](#).

### Fields

#### **Requisitioner**

This field displays the user ID of the person who manually entered the original requisition. This field is blank for requisitions created automatically.

#### **Department**

This field displays the code or description of the [department](#) for the requisition.

#### **Authoriser**

This field displays the user ID of the person who is responsible for authorising the requisition.

This field is blank for automatically generated requisitions if the [requisitioner](#) has sufficient spend authority to authorise the requisition.

#### **Reqn No**

This field displays the number assigned to the requisition when it was created.

#### **Status**

This field displays the [status](#) of [manual requisitions](#). It is blank for automatically generated requisitions.

**Note:** If the [requisitioner](#) has authority to sanction [manual requisitions](#), their actual spend is updated (when you select **Update (F8)**) in the [requisitioner's](#) authorisation record.

### Functions

#### **Details (F13)**

Use this to display the Requisition Confirmation - Detail window.

Select **Update (F8)** to save any changes that you have made and exit this window.

## Requisitioners Spend Details Pop-up

To display this pop-up, select **Spend Limit Enquiry (F16)** on either the Requisitions Confirmation - Detail window or the Requisitions Confirmation - [Status](#) window.

Use this pop-up to view the [requisitioner's](#) spend limits and actual spend this month.

### **Fields**

#### **Requisitioner**

This field displays the user ID of the [requisitioner](#).

#### **Spend Limit per Requisition**

This field displays the maximum value for an individual requisition.

#### **Spend Limit per Month**

This field displays the maximum value allowed for requisitions per month.

#### **Actual Spend This Month**

This field displays the amount spent by the [requisitioner](#) in the current month.

Select **Previous (F12)** to leave this pop-up.

## Delivery Schedule Dates Pop-up

To display this pop-up, select **Delivery Schedule (F18)** on either the Requisitions Confirmation - Detail window or the Requisitions Confirmation - [Status](#) window.

Use this pop-up to view the active delivery schedule if one is applicable, and to select a valid delivery date.

### **Fields**

#### **Item, Stockroom, Supplier**

These are shown as appropriate to the level of the Delivery Schedule.

#### **Position to**

This field allows positioning to an entered date.

#### **Date and Day of Week**

The dates and day names are listed.

### **Options**

#### **Select**

Use this to select a valid delivery date for the requisition.

Select a date or use **Previous (F12)** to leave this pop-up.

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## Review Requisitions & Create P/Orders. [12/RQP]

Use this task to review, maintain and add requisitions which you wish to convert to purchase orders. The requisitions are for a selected supplier and stockroom. Eligible requisitions are those that satisfy all of the following:-

- Are [sourced](#) from DRP, MPS, MRP, Inventory or manual entry (Stock [Order Class](#)).
- Are not awaiting authorisation, or are fully authorised
- Are for purchase orders, not transfer orders
- have no error flags set

For a scenario where each company is equivalent to a contracted client, and supplier/stockrooms are common across the companies, multi-company mode may be used, whereby all companies' eligible requisitions are presented so that all companies' requisitions for a date and item are grouped together. Creation of purchase orders will then cover multiple companies also. User authority to companies is only checked for the current company.

Suppliers, stockrooms, items etc should be defined consistently and with the same IDs across the companies to which they are relevant. Prompting/validation of Supplier and Stockroom are with respect to the current company in which the task is invoked. Therefore that company should have all the required suppliers and stockrooms defined.

Prompting and validation of an Item is with respect to the company of the requisition.

Lines selected for planning (order creation) are accumulated into weight and quantity totals.

If the Equipment Servicing application is active then any requisition line with a value in the job number field will be excluded from the list of requisitions for review.

The purchase orders created from requisitions created for MPS or MRP will inherit any planning filter set on the MPS/MRP suggested order in MPS/MRP review.

## Review Requisitions & Create P/Orders Selection Window

To display this window, select the Review Requisitions & Create P/Orders task

Use this window to select the requisitions to be reviewed.

**Note:** *A supplier/stockroom can only be maintained by one user at a time, unless the users are in different companies and are using single company mode.*

### **Fields**

#### **Supplier**

Enter a valid supplier code and sequence number. These are mandatory.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**Stockroom**

Enter a valid stockroom code to select requisitions for that stockroom. This field is mandatory.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

**Up to Due Date**

This defaults to the current date. Alternatively enter a future date. Requisitions due beyond this date are excluded

**Display Multiple Companies**

Use this checkbox as follows:

Unchecked – Single (current) company only.

Checked – Multi-company - eligible requisitions, whatever their company, are included.

**Note:** The default setting is determined by PM Parameter Type: RQPO, ID: MULT, Value/Percentage indicator.

**Functions****Exit (F3)**

Use this to exit the task.

Press Enter to display the Requisition Lines Window.

## Review Requisitions & Create P/Orders Requisition Lines Window

To display this window, press Enter from the Selection window.

Use this window to review and maintain the requisitions, to plan them, and to convert them to purchase orders.

**Note:** Quantities are shown in Purchase Units.

**Note:** Any requisitions that are locked externally in **Requisitions Confirmation [11/RQP]** are highlighted in red and cannot be selected for processing. Also see **Refresh (F5)** below.

**Note:** Weight per Selling Unit should be specified in terms of a common unit (e.g. KG) to ensure that the total weight is meaningful.

**Note:** The total quantity is meaningful only if the purchase units of the selected items are all equivalent. Inventory Equivalent Unit factors are not utilised.

**Options**



**Plan**

Use this to select a requisition for conversion to a purchase order line. The requisition will be marked with an ' \* ' and the accumulated weight and quantity updated. The selected requisitions will be converted when **Create PO (F8)** is used.

**Amend details**

Use this to amend the requisition details in a pop-up window.

**Remove**

Use this to 'unplan' the requisition. This reverses the Plan option.

**Functions****Enter**

Use this to process the entered options and update the accumulated totals.

**Refresh (F5)**

Use this to re-display the records, re-sequencing them if dates have been changed or lines added. Any records that were locked externally are re-checked.

**Add Item (F6)**

Use this to add a new requisition in a pop-up window.

**Create PO (F8)**

Use this to invoke the purchase order creation process for the planned requisitions. These are identified by their [Release Flag](#) being automatically set to a value determined by PM Parameter Type: RQPO, ID: RELF, first character of Description (default is 'P').

On completion a pop-up window shows the order numbers created and may be followed by entry of external text, and then the list of requisitions is re-displayed with the converted requisitions removed.

**Note:** *If any of the planned requisitions are found to be already converted or deleted then these will be un-planned and highlighted with 'X' and no order creation will take place (but the remaining planned requisitions may be converted by using Create PO again).*

**Previous (F12)**

Use this to return to the Selection Criteria window and disregard any selected options. However, any additions or amendments are retained.

**Exit (F3)**

Use this to exit the task and disregard any selected options. However, any additions or amendments are retained.

Use **Create PO (F8)** to convert the planned requisitions to purchase orders, or Exit/Previous to leave this window.

## Add/Amend Requisition Window

-To display this window, select the Amend details option or Add Item (F6) function from the Requisition Lines window.

Use this window to add or amend a requisition.

A planned requisition will remain planned after amendment, and the totals will be updated appropriately.

An added requisition is assumed as authorised but not planned. The quantity is converted to Purchase Units when displayed in the requisitions list.

**Note:** Unless the user is an [Authoriser](#), the amendment of a requisition, that has previously been authorised explicitly, is disallowed.

**Note:** Unless the user is an [Authoriser](#), amendment of a [sourced](#) requisition (from DRP, MRP etc) is disallowed if the Company Profile flag 'Authorisation required for modified [sourced](#) requisitions' is set ON.

### **Fields**

#### **Company Number**

Enter a valid company code for an added requisition. This field is mandatory in multi-company mode; it is suppressed in single company mode.

Alternatively, use the prompt facility to select from the Company Selection pop-up.

#### **Item number**

Enter a valid item number for an added requisition. The item must be valid for the supplier and stockroom currently selected.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Quantity**

Enter a quantity greater than zero. The existing quantity is shown in amendment mode.

#### **UoM**

Enter a valid unit-of measure for the item.

Alternatively, use the prompt facility to select from the Purchase / Issue Unit Selection pop-up.

#### **Due date**

Enter a date of or after the current date. The existing date is shown in amendment mode. If there is a Delivery Schedule for the Item/Stockroom/Supplier, Item Supplier or Supplier, then the entered date is validated to determine whether it conforms to the Delivery Schedule. If it does not then a warning is given allowing the date to be accepted.

**Note:** The active Delivery Schedule, if applicable, may be viewed via **Delivery Schedule (F18)** and a date selected from it.

### **Functions**

**Update (F8)**

Use this to update or add the requisition. The update/add is committed immediately.

**Delivery Schedule (F18)**

Use this to display the Delivery Schedule Dates Pop-up, if one applies to the Item/Stockroom/Supplier, Item/Supplier or Supplier. A date may be selected from the list shown. See within **Requisitions Confirmation [11/RQP]**

**Previous (F12)**

Use this to return to the Requisition Lines window and disregard the amendment/addition.

Use **Update (F8)** to update and return to the Requisition Lines window.

## Orders Created Window

To display this window, select the **Update (F8)** function from the Requisition Lines window.

This window shows the order numbers of the orders created, per company. You are then allowed to select whether you wish to maintain the external text to be included on the orders.

**Fields****Add PO text to orders**

Use this checkbox as follows:

Unchecked – Supplier External Text as defined in the respective company is retained by default.

Checked – Supplier External Text, as defined for the first company shown, is presented for maintenance in the standard **Supplier Text to Print on Order** window. This text, as updated, is then attached to every order that was generated (if **Update (F8)** is selected).

Press Enter to continue with the text window or return to the Requisition Lines window

## Requisitions Confirmation for EQ [13/RQP]

You can use this task to enter and maintain [manual requisitions](#) for non-stocked items (including services). Expense type and Job number are mandatory on these requisitions. Requisitions created by this option cannot be maintained in 11/RQP.

This task may be used whilst purchase orders are being created by **Create Purchase Orders [31/RQP]**. This has implications regarding the locking of requisitions that will mean they are ineligible for conversion to orders. So you should avoid maintenance of unnecessarily large subsets of requisitions since all of those that have been shown in your session are locked. You should use selection criteria such as [Requisitioner](#), Supplier, Purchase Officer or [Department](#). Alternatively use a non-existent [Release Flag](#) so that no existing requisitions will be accessed, if you are simply adding new requisitions.

## Requisitions Confirmation Selection Window

To display this window, select the Requisitions Confirmation task.

Use this window to select the requisitions to be amended or deleted.

### **Fields**

The following fields are all optional.

To display all requisitions for the company, leave these fields blank.

#### **Release Flag**

You can enter a [release flag](#) value to select requisitions with that value.

#### **Item**

Enter a valid item code to select requisitions for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Supplier**

Enter a valid supplier code to select requisitions for that supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

If DRP is installed, then the supplier can also be a supply [centre](#) defined to DRP.

#### **Purchase Officer**

Enter a valid purchase officer code to select requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

#### **Order Class**

Enter a valid [order class](#) to select requisitions for that [order class](#).

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

#### **Stockroom**

Enter a valid stockroom code to select requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

#### **Requisitioner**

Enter a valid [requisitioner](#) user ID to select requisitions manually entered by that [requisitioner](#).

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

#### **Department/Expense**

Enter a valid EQ expense to select requisitions for that expense type

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Alternatively, use the prompt facility to select from the All Expenses pop-up.

**Job number**

Enter a valid job number to select requisitions for that job number.

Alternatively, use the prompt facility to select from the Select Job Detail pop-up.

You can use the job number for requisition enquiries. If Equipment Servicing is active, this field is validated against the Equipment Servicing jobs.

**Sales Order**

Enter a valid sales order number that has a related requisition (buy-to-order or direct delivery).

Alternatively, use the prompt facility to select from the Available Orders selection pop-up.

Press Enter to display the Requisitions Confirmation Details window, which displays details of requisitions satisfying the selection criteria.

## Requisitions Confirmation - Detail Window

To display this window, press Enter on the Requisition Confirmation Selection window.

You use this window to view details of the selected requisitions. You can also add, amend or delete requisitions.

**Fields****Item**

This field displays the code for the item.

Item codes are defined in Inventory.

If the item is displayed in red, it does not exist on the Item Master file within Inventory Management.

**Note:** During validation of the item and supplier of a new or amended requisition of stocked [order class](#), the item/supplier profile is checked and rejection occurs if either of the following apply:

**Note:** There is an existing item/supplier profile but its [status](#) is Inactive.

**Note:** There is an existing item/supplier profile but its [status](#) is Unauthorised and the [order class](#) of this order is disallowed for unauthorised item/supplier profiles. Allowed [order classes](#) are those which have 1 in the Value/Percentage flag in the PM Parameter file ORDC entries. For example, if sample orders have an [Order Class](#) of 3, and only sample orders are allowed for unauthorised profiles, the ORDC entry for 3 should have the flag set to 1. Other [order classes](#) have the flag set to blank (the default) or zero.

**Note:** However, if there is no item/supplier profile, you are allowed to request creation of one, using the entered price etc.

**Supplier**

This field displays the code for either an external supplier or an internal supply [centre](#). If the supplier name is displayed is highlighted, the supplier does not exist in the Supplier Master file within Accounts Payable. Supply [centres](#) are also highlighted on this window, to distinguish internal requisitions from external requisitions.

For an external supply, stock order, if the supplier is blank or invalid, the system will attempt to determine a default preferred supplier. If one is found the Preferred Supplier window is displayed, on which the supplier can be confirmed.

**SR**

This field displays the code of the stockroom for which the requisition has been raised.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

**Cls**

This field displays the [order class](#) for the requisition.

[Order classes](#) are:

1-4 for stocked orders

5-8 for non-stocked orders (including 6 for services)

**Quantity/UoM**

These fields display the order quantity and the appropriate unit of measure.

**Price/UoM**

These fields display the price and price unit of discount for the requisition.

DRP centrally supplied items are not priced.

**Cur**

This field displays the currency code for the supplier.

**Rlsf**

This field displays the [release flag](#) value. This value is user-defined and can be used to select requisitions for amendment, reporting or conversion to orders.

**Description/Cost Code**

This field displays the item description for stocked orders or the cost code for non-stocked orders. This code is used to charge the cost for this item to the relevant GL code.

**Due**

This field displays the date that delivery of these goods is due, as calculated by Inventory, Manufacturing, or DRP or manually specified.

**P. Off**

This field displays the purchase officer responsible for this requisition.

If the purchase officer is displayed in red, this code does not exist on the Purchase Officer file in Purchase Management.

**Disc.**

This field displays the discount for the requisition.

**Status**

This field displays the [status](#) of the order.

**Reserved**

This field displays the quantity reserved for the order.

**Source**

This field displays the order [source](#) (Manual, Inventory, Production, DRP or Advanced Order Entry).

You can add [manual requisitions](#) by entering the following details at the foot of the window.

**Rlsf**

You can optionally enter a [Release Flag](#) value to define the [status](#) of the requisition.

The value entered is not validated, but can be used for future selections of requisitions for amendment, reporting and conversion to orders.

**Item**

Enter a valid item code defined to Inventory Management.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

**Supplier**

Enter a valid code from the Supplier Master file, or a valid supply [centre](#) defined to DRP.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**P. Off**

This field defaults to the purchase officer number defined on the item record, but you can override it by entering any valid purchase officer number.

You can use the prompt facility to select from the Select Purchasing Office pop-up.

**Strm.**

Enter a valid stockroom code for the requisition. This must be defined in Inventory Management.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

**Cls**

Enter the [order class](#) for the requisition.

You can enter:

1-4 for stocked orders

5-8 for non-stocked orders (including 6 for services)

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

**Note:** *Non-stocked items defined to Inventory Management are ordered on normal stocked orders [order classes](#) 1 to 4. Non-stocked orders (classes 5 to 8) are only used where no item code corresponds to the goods or services to be purchased.*

### **Qty/UoM**

Enter the requisition quantity.

You can also enter or select any of the units of measure defined for an item.

Requisitions for stocked orders are in the unit of measure defined on the item master record in Inventory. This is the unit that will be assumed if you leave the unit of measure field blank.

However, you can enter any of the units of measure defined to the item, in which case the software will automatically convert the quantity to the item master issue unit before adding or updating the requisition. For non-stocked orders, the units of measure available are those defined in the Purchase Management Parameters file.

**Note:** *When purchase order lines are created from requisitions, they will be converted to the item master purchasing unit if you have specified this on the Item/Supplier Profile in Purchase Management.*

### **Due Date**

Enter or select the due date for this requisition. If there is a Delivery Schedule for the Item/Stockroom/Supplier, Item Supplier or Supplier, then the entered date is validated to determine whether it conforms to the Delivery Schedule. If it does not then a warning is given allowing the date to be accepted.

**Note:** *The active Delivery Schedule, if applicable, may be viewed via **Delivery Schedule (F18)** and a date selected from it.*

### **Price/UoM**

Enter the price of the requisitioned item. The price is [sourced](#) from the Item/Supplier file in Purchase Management or entered manually.

You can also enter or select any of the units of measure defined for an item.

For a stocked order, the price unit of measure may be expressed in any of the units defined on the item master details in Inventory. For a non-stocked order, the unit must be defined on the Purchase Management Parameters file and must be the unit code in which the requisition quantity is expressed.

**Note:** *If you are using Catchweight in this company, the price UoM you enter can be any of the secondary UoMs that have conversions previously defined, (for Catchweight items only) in Inventory Management.*

### **Cur.**

Enter a currency code if the requisition supplier is multi-currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.



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### Full Text

Use this checkbox as follows:

Unchecked - Text will not be retrieved.

Checked - The purchase text for an item will be retrieved and placed on the requisition. The text will be passed to the order when it is converted from the requisition.

### Disc %

This is the discount percentage allowable against the displayed price. It is normally [sourced](#) from the Item/Supplier file in Purchase Management, but can be entered manually.

### GL Code

You must enter this on [manual requisitions](#) for non-stocked orders.

Alternatively, use the prompt facility to select from the Select Account pop-up.

This code is used to charge the cost for this item to the relevant General Ledger account code.

## Options

### Amend

Use this to amend requisition details.

These details are then displayed at the bottom of the window. [Manual requisitions](#) can only be amended or deleted by the original [requisitioner](#). Once authorised, requisitions cannot be amended.

### Text

Use this to maintain the purchasing text for the requisition.

The Purchasing Text pop-up is displayed. You cannot maintain text for distribution requisitions; an appropriate error message is displayed on the current window.

**Note:** Text can be added to a [manual requisition](#) before or after you select Update (F8) to create it.

### Reservation Enquiry

Use this to display purchase reservations for the requisition.

### Delete

Use this to delete the requisition.

The Confirm Deletion pop-up is displayed. Select **Confirm Delete (F11)** to delete the selected requisition.

## Functions

### Status (F14)

Use this to display the Requisition Confirmation [Status](#) window.

**Where Bought Enquiry (F15)**

Use this to access the Where Bought Enquiry window in Purchase Management. For more information on this enquiry, refer to the Enquiries chapter of the Purchase Management product guide.

**Spend Limit Enquiry (F16)**

Use this to display the Requisitions Confirmation Spend Limit Enquiry pop-up.

**Delivery Schedule (F18)**

Use this to display the Delivery Schedule Dates Pop-up, if one applies to the Item/Stockroom/Supplier, Item/Supplier or Supplier. A date may be selected from the list shown.

Select **Update (F8)** to leave this window and update any changes that you have made to requisitions.

## Job detail maintenance

This pop-up is displayed when **UPDATE (F8)** on the Requisitions Confirmation – Detail window is selected.

**Field****Job number**

You must enter a job number in this field.

Alternatively, use the prompt facility to select from the Select Job Detail pop-up.

This field is validated against the Equipment Servicing jobs.

**Department**

You must enter an Expense type.

Alternatively, use the prompt facility to select from the Select Expense Type pop-up.

This field is validated against the Equipment Servicing expense codes.

**Function****F12=Previous**

Return to the previous panel – either the input capable line is add mode or the listing select of amend.

## Preferred Supplier Pop-up

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This pop-up is displayed for stock orders if the supplier code is blank or is invalid and a preferred or default supplier can be determined.

This pop-up shows the preferred or default supplier code and allows this to be confirmed as the supplier for this requisition.

For a stock item, the first supplier from the Item/Stockroom record is displayed, if a corresponding active item/supplier profile is found. Otherwise, (or for non-stock items) the preferred supplier from the Item Master file is displayed, if a corresponding active item/supplier profile is found. If neither of these is applicable but there is a single active item/supplier profile for this item, the supplier from this is suggested.

**Note:** The **Where Bought Enquiry (F15)** function on the Requisition Confirmation Detail window displays a list of item/supplier profiles from which a supplier can be selected. This may be of use if no preferred supplier is found.

### **Functions**

#### **Previous (F12)**

Use this to return without accepting the preferred supplier. You will then need to enter a valid supplier code.

Press Enter to confirm the suggested supplier for the requisition and return to the Requisition Confirmation Detail window.

## Requisitions Text Pop-up

To display this pop-up, select Text in against a requisition in the Requisition Confirmation window.

Use this pop-up to maintain purchasing text for the selected requisition. This text may be transferred to Purchase Management when the requisition is converted into a purchase order line.

The unique number assigned to the requisition is displayed in the upper right-hand corner of the Requisitions Text pop-up.

### **Fields**

#### **Text Lines**

You can enter up to 45 characters on a single line, and use up to 99 lines. No other validation is performed. You can leave blank lines between text lines.

#### **Position To**

Use this to specify the line number to be positioned at the top of the pop-up.

#### **Insert After**

Use this to specify the number of blank lines to be inserted and the line number after which to begin insertion.

**Delete From**

Use this to specify the number of lines to be deleted and the line number at which to begin deletion.

**Note:** *No amendments, insertions and deletions are actually performed in the text file until you select **Update (F8)**.*

Select **Update (F8)** to update the file.

## Reservation Enquiry Pop-up

To display this pop-up, select Reservation Enquiry against a requisition on the Requisition Confirmation Detail window.

You can use this pop-up to view details of any sales order reservations made against this requisition.

**Fields****Reference**

This field displays the sales order reservation reference number.

**Type**

This field displays the type of order for which the reservation has been raised.

**Due Date**

This field displays the date that the order is due to be despatched.

**Reserved/UoM**

These fields display the quantity reserved for the order and the unit of measurement.

**Options****Demand Order Enquiry**

Use this to display the sales order line for which the reservation has been made.

For more information on the Sales Order Line Enquiry see the Enquiries chapter of the Sales Order Processing product guide.

-Select Previous (F12) to return to the Requisition Confirmation - Detail window.

## Requisitions Confirmation - Status Window

To display this window, select [Status \(F14\)](#) on the Requisition Confirmation - Detail window.

Use this window to add, change or delete requisitions whilst showing the [status](#) of the selected requisitions. This is of particular interest for [manual requisitions](#). This window is the same as the Requisition Confirmation - Detail window, except that [Release Flag](#), Description, Due Date, [Source](#)

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and Discount fields are replaced by the fields described here. All other displayed details, input details, processing and functions are the same as those on the Requisition Confirmation - Detail window, except that the **Detail (F13)** function replaces [Status \(F14\)](#).

### **Fields**

#### **Requisitioner**

This field displays the user ID of the person who manually entered the original requisition. This field is blank for requisitions created automatically.

#### **Department**

This field displays the code or description of the [department](#) for the requisition.

#### **Authoriser**

This field displays the user ID of the person who is responsible for authorising the requisition.

This field is blank for automatically generated requisitions if the [requisitioner](#) has sufficient spend authority to authorise the requisition.

#### **Reqn No**

This field displays the number assigned to the requisition when it was created.

#### **Status**

This field displays the [status](#) of [manual requisitions](#). It is blank for automatically generated requisitions.

***Note:** If the [requisitioner](#) has authority to sanction [manual requisitions](#), their actual spend is updated (when you select **Update (F8)**) in the [requisitioner's](#) authorisation record.*

### **Functions**

#### **Details (F13)**

Use this to display the Requisition Confirmation - Detail window.

Select **Update (F8)** to save any changes that you have made and exit this window.

## Requisitioners Spend Details Pop-up

To display this pop-up, select **Spend Limit Enquiry (F16)** on either the Requisitions Confirmation - Detail window or the Requisitions Confirmation - [Status](#) window.

Use this pop-up to view the [requisitioner's](#) spend limits and actual spend this month.

### **Fields**

#### **Requisitioner**

This field displays the user ID of the [requisitioner](#).

### **Spend Limit per Requisition**

This field displays the maximum value for an individual requisition.

### **Spend Limit per Month**

This field displays the maximum value allowed for requisitions per month.

### **Actual Spend This Month**

This field displays the amount spent by the [requisitioner](#) in the current month.

Select **Previous (F12)** to leave this pop-up.

## Delivery Schedule Dates Pop-up

To display this pop-up, select **Delivery Schedule (F18)** on either the Requisitions Confirmation - Detail window or the Requisitions Confirmation - [Status](#) window.

Use this pop-up to view the active delivery schedule if one is applicable, and to select a valid delivery date.

### **Fields**

#### **Item, Stockroom, Supplier**

These are shown as appropriate to the level of the Delivery Schedule.

#### **Position to**

This field allows positioning to an entered date.

#### **Date and Day of Week**

The dates and day names are listed.

### **Options**

#### **Select**

Use this to select a valid delivery date for the requisition.

Select a date or use **Previous (F12)** to leave this pop-up.

## Requisitions Authorisation [21/RQP]

Use this task to review and action any [manual requisitions](#) which require authorisation.

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You must be defined as an [authoriser](#) to at least one [requisitioner](#) within the authorisation file. For each displayed requisition, the [authoriser](#) can authorise, or reject the requisition, or transfer it to another valid [authoriser](#).

**Note:** *Authorisation is not required for requisitions generated automatically from DRP, Inventory, MPS or MRP.*

**Note:** *[Manual requisitions](#) cannot be transferred into orders until they have been authorised.*

## Requisitions Authorisation Detail Window

To display this window, select the Requisitions Authorisation task.

Use this window to display and action the requisitions awaiting your authorisation.

### **Fields**

#### **Authoriser**

This field is for information only, and displays the User ID and name of the [authoriser](#).

#### **Spend Limit per Reqn**

This field is for information only and displays the maximum net value that you can authorise for a single requisition.

#### **Spend Avail This Mth.**

This field is for information only and displays the total net value remaining this month that you can authorise.

#### **Item**

This field displays the code of the requisitioned item or service.

#### **Supplier**

This field displays the external supplier, or internal supply [centre](#) for the requisition.

#### **SR**

This field displays the stockroom into which the requisitioned items will be received.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

#### **Qty/UOM**

These fields display the requisitioned quantity, expressed in the displayed unit of measure.

#### **Due**

This field displays the due date for the requisition, that is, the date by which the requisitioned items are required.

**Reqn Value**

This field displays the total net value of the requisition.

**CC**

This field displays the currency code for the requisition.

**Requisitioner**

This field displays the user ID of the person who created the [manual requisition](#).

**Department**

This field displays a code or description for the requisitions [department](#).

**Reqn. No.**

This field displays the unique requisition number generated when the requisition was created.

**P. Off**

This field displays the number of the purchase officer assigned to the requisition.

**Options**

**Authorise**

Use this to authorise a requisition.

**Transfer**

Use this to transfer a requisition to another [authoriser](#).

**Reject**

Use this to reject a requisition.

**Text Enquiry**

Use this to display the Requisitions Text pop-up.

**Note:** *Audit records are created for all updates.*

Select **Update (F8)** to process your selections and update the requisition records file.

## Change Requisitions Authoriser Pop-up

To display this pop-up, select Transfer against a requisition on the Requisition Authorisation Detail window.

You use this pop-up to transfer the selected requisition to another [authoriser](#). The requisition number, item code and requisition quantity are displayed for information only.

**Fields**



### To Authoriser

Enter the [authoriser](#) to whom you want to transfer the requisition. This must be a valid [authoriser](#) defined in the requisitions authorisation file and with sufficient authority to authorise the requisition.

Alternatively, use the prompt facility to select from the All [Authorisers](#) pop-up.

Press Enter to transfer the requisition.

## Create Purchase Orders [31/RQP]

You can use this task to convert selected purchase requisitions (manually entered or generated by Inventory Management, MPS, MRP or DRP) into purchase orders in the Purchase Management application.

Requisitions to be converted can be selected on the following basis:

- [Release flag](#) value
- Supplier
- Purchase officer
- [Order class](#)
- Stockroom
- Sales order
- Job number

### Purchase Order Creation

The rules for the creation of purchase orders are set up in the requisitioning tasks on the Purchase Management company profile.

**Note:** *Requisitions for different stockrooms will be consolidated on the same purchase order.*

Data is passed to the Purchase Management application exactly as it is held on the requisition.

Purchasing text maintained for the requisition can be transferred to the purchase order line.

A new order will be created for each supplier and [order class](#) combination.

If an order which is not fully completed already exists for the supplier, the relevant requisitions will be added as new lines on the first such order for the supplier, unless the new order flag is set on the requisition record when the requisition was created. This depends on the Purchase Management company profile parameter.

Requisitions for different purchase officers can be combined onto a single order (subject to the previous limitation of supplier and class) or split into different orders, depending on the Purchase Management company profile parameter.

On successful conversion of the requisition into a purchase order line, the on-order quantity will be updated for the stocked items in the Inventory Management application.

Newly created orders should be audited by running the New Orders Audit within Purchase Management.

**Note:** [Manual requisitions](#) will not be converted unless they have been authorised.

**Note:** Only valid requisitions will be processed. Those with an error flag set must be amended before they can be converted to orders.

**Note:** Requisitions that have a negative cost overall, due to negative landed costs, will not be converted and will be reported.

**Note:** The automatic PO numbering of newly created POs will take the number from the range at the associated Stockroom Site, if one is defined. Otherwise it is taken from the Purchase Management company-level range.

**Note:** The Purchase Orders created from Requisitions created in MPS or MRP will inherit any Planning Filter set on the MPS/MRP Suggested Purchase Order and as amended within MPS/MRP Review.

### Locking of Requisitions by Concurrent Tasks

Requisitions may have been locked by users of **Requisitions Confirmation [11/RQP]** or by other runs of **Create Purchase Orders [31/RQP]**. Requisitions ignored due to locks are reported, and highlighted as suspect if older than 2 hours.

If Work Management is active then all requisitions that are not converted, due to locking, will result in a 'Failed to convert requisition' event.

Any task failures that leave requisitions locked will prevent those requisitions being converted to purchase orders until their locks are cleared manually.

## Create Purchase Orders Selection Window

To display this window select the Create Purchase Orders task.

Use this window to select the requisitions for conversion to purchase orders and to submit the batch programs.

### **Fields**

The following fields are optional. You can leave them blank to select all requisitions.

#### **Release Flag**

Enter a valid [release flag](#) value to select only requisitions with that value.

#### **Supplier**

Enter a valid supplier code to select requisitions only for this supplier.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**Purchase Officer**

Enter a valid purchase officer number to select only requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

**Requisitioner**

Enter a valid [Requisitioner](#) ID to select only requisitions entered by that [requisitioner](#).

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

**Order Class**

Enter a valid [order class](#) to select only requisitions for that class.

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

**Stockroom**

Enter a valid stockroom code to select only requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted Purchase Order creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which Purchase Orders were not created. Each unauthorised Stockroom appears once only on the report, with the literal 'Purchase Orders for Stockroom XX' not created as the user does not have the required authorisation.'

**Sales Order**

Enter a valid sales order number that has a related requisition (buy-to-order or direct delivery).

Alternatively, use the prompt facility to select from the Available Orders selection pop-up.

**Job number**

Enter a valid job number to select only requisitions for that job number.

Alternatively, use the prompt facility to select from the Select Job Detail pop-up.

**Copy Text**

Use this checkbox as follows:

Unchecked - To create order line text from the item description

Checked - To create order line text from the requisition text

Press Enter to validate your entries. Press Enter again to submit a batch program to convert the selected requisitions to purchase order lines.

### **Fiscal Type**

As per current processing the Fiscal Document Type field is mandatory if displayed.

Use the application task to access the new S21 Task/ Document type table and if a single record is found then the Fiscal Document Type will be returned into the Fiscal Type field and the field will be protected. The user will not be forced to tab through this field to progress.

If more than one record is found and, if one is flagged as the default, then it will be returned and displayed but the field will not be protected. Prompting will display a list from the new S21 ask / Fiscal Document Type table.

If more than one record is found then the field will be left as blank but prompting will be over the new S21 task / Fiscal Document type table.

If no records are found then the field will be displayed as blank but prompting will be over the list of Fiscal Document Types for the Usage type (current processing).

## Create Distribution Orders [32/RQP]

Use this task to convert selected requisitions (manually entered or generated from DRP) into [distribution orders](#) in Sales Order Processing.

This includes only items that are defined within DRP as being [sourced](#) from the specified supply [centre](#), which you must always enter.

You can enter a specific stockroom at a DC supplied by the [centre](#). Only requisitions created for this stockroom are then selected. This may be required where multiple stockrooms are defined to a DC within the DRP application.

A new [distribution order](#) will be set up for each [DC stockroom](#) supplied by the [centre](#), and if the specified number of lines per order is exceeded.

On successful conversion of the requisition into a [distribution order](#) line, the on-order quantity will be updated in Inventory for the item (at the relevant [DC stockroom](#)).

The newly created [distribution orders](#) will appear as normal orders in Sales Order Processing, except that the customer number will be one assigned specifically to the DC for which the internal order is required.

**Caution:** You can only use this task if DRP is installed.

## Create Distribution Orders Selection Window

To display this window select the Create [Distribution Orders](#) task.

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Use this window to select the requisitions and submit the batch program to convert them into [distribution order](#) lines on the selected supply [centre](#).

## **Fields**

### **Release Flag**

You can optionally enter a [release flag](#) value to select only requisitions with that value.

### **Centre**

You must enter a valid DRP [centre](#) to select only requisitions supplied by this [centre](#).

Alternatively, use the prompt facility to select from the Select DRP [Centre](#) pop-up.

### **Centre Stockroom**

Enter a valid stockroom code to select only those requisitions supplied by that stockroom. The stockroom must be defined to the DRP [centre](#) entered in the field above, unless the selected DRP [centre](#) has only stockroom defined to it, when this field can be left blank.

Alternatively, use the prompt facility to select from the DRP Stockrooms pop-up.

### **DC Stockroom**

You can optionally enter an Inventory stockroom defined to a DC within DRP to select only requisitions for supply to this stockroom.

Alternatively, use the prompt facility to select from the DRP Stockrooms pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted [Distribution Order](#) creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which [Distribution Orders](#) were not created. Each unauthorised Stockroom appears once only on the report, with the literal '[Distribution Orders](#) for Stockroom XX' not created as the user does not have the required authorisation.'

### **Fiscal Document Type**

When operating in India, (GL country parameter **070** is **1** and the Tax Engine is operating GL country parameter **061** is **1**), transfer order entry and amendment require entry of a fiscal document type. Fiscal document types are established in Maintain Fiscal Document Usage Codes [3/L1M], transfer orders utilize type **06**.

The fiscal type established to the transfer order is utilized by the Infor tax engine in confirmation of despatch to calculate the appropriate taxes.

Enter a valid Fiscal Document Type.

Alternatively, use the prompt facility to select from the Select Fiscal Document types pop-up.

### **Purchase Officer**

Enter a valid purchase officer number to select only requisitions for that officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

### **Lines per Order**

This field defaults to the maximum number of lines to be included on a single [distribution order](#) specified on the DRP company profile, but you can be override this.

**Note:** [Manual requisitions](#) will not be transferred unless they have been authorised.

Press Enter to validate your entries and display a confirmation message.

Press Enter again to submit a batch program to create the [distribution order](#) lines from the selected requisitions.

## Create Transfer Orders [33/RQP]

You use this task to convert selected requisitions into production transfer orders in Sales Order Processing. These can be manually entered requisitions or requisitions generated from the Manufacturing applications.

This only includes items that are defined within DRP as being [sourced](#) from the specified plant, which must always be entered.

You must enter specific From and To stockrooms, at a DC supplied by the [centre](#). Only requisitions created for the From stockroom are then selected. This is required where multiple stockrooms are defined to a DC within DRP.

Requisitions to be converted can be selected on the basis of [release flag](#) value, purchase officer and stockroom.

Production transfer orders are distinguished from sales transfer orders by the order type. This order type is stored by the software against each transfer order.

## Create Transfer Orders Window

To display this window select the Create Transfer Orders task.

You use this window to select purchase requisitions and submit a batch job to convert them into production transfer orders.

### **Fields**

#### **Release Flag**

You can optionally enter a [release flag](#) value to select only requisitions with that value.

**From Plant/Cell**

You must enter a valid MPS or MRP [model](#).

Alternatively, use the prompt facility to select from the Select [Model](#) pop-up.

**From Stockroom**

Enter a valid Inventory stockroom from which to transfer the goods.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted Transfer Order creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which Transfer Orders were not created. Each unauthorised Stockroom appears once only on the report, with the literal 'Transfer Orders for Stockroom XX' not created as the user does not have the required authorisation.'

**To Stockroom**

Enter a valid Inventory stockroom to which to transfer the goods.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted Transfer Order creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which Transfer Orders were not created. Each unauthorised Stockroom appears once only on the report, with the literal 'Transfer Orders for Stockroom XX' not created as the user does not have the required authorisation.'

**Purchase Officer**

You can optionally enter a valid purchase officer number to select only requisitions for that officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

**Lines per Order**

Enter the maximum number of lines allowed on each production transfer order.

**Fiscal Type**

As per current processing the Fiscal Document Type field is mandatory if displayed.

Use the application task to access the new S21 Task/ Document type table and if a single record is found then the Fiscal Document Type will be returned into the Fiscal Type field and the field will be protected. The user will not be forced to tab through this field to progress.

If more than one record is found and, if one is flagged as the default, then it will be returned and displayed but the field will not be protected. Prompting will display a list from the new S21 ask / Fiscal Document Type table.

If more than one record is found then the field will be left as blank but prompting will be over the new S21 task / Fiscal Document type table.

If no records are found then the field will be displayed as blank but prompting will be over the list of Fiscal Document Types for the Usage type (current processing).

Press Enter to validate your entries and then press Enter again to submit the batch job.

## Create Consignment Transfer Orders [34/RQP]

Use this task to convert consignment requisitions into transfer orders in Sales Order Processing.

## Create Consignment Requisitions Selection Window

To display this window, select the Create Consignment Transfer Orders task.

You use this window to select purchase requisitions and submit a batch job to convert them into production transfer orders.

### **Fields**

#### **Consignment Stockroom**

Enter the consignment stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted [Distribution Order](#) creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which [Distribution Orders](#) were not created. Each unauthorised Stockroom appears once only on the report, with the literal '[Distribution Orders](#) for Stockroom XX' not created as the user does not have the required authorisation.'

#### **Demand Company**

Enter the demand company if Enterprise is applicable.



### Consignment Customer

Enter the consignment customer.

Alternatively, use the prompt facility to select from the Customer Scan/Selection pop-up.

### Lines per Order

Enter the maximum number of lines per transfer order. The default is 999.

### Fiscal Type

As per current processing the Fiscal Document Type field is mandatory if displayed.

Use the application task to access the new S21 Task/ Document type table and if a single record is found then the Fiscal Document Type will be returned into the Fiscal Type field and the field will be protected. The user will not be forced to tab through this field to progress.

If more than one record is found and, if one is flagged as the default, then it will be returned and displayed but the field will not be protected. Prompting will display a list from the new S21 ask / Fiscal Document Type table.

If more than one record is found then the field will be left as blank but prompting will be over the new S21 task / Fiscal Document type table.

If no records are found then the field will be displayed as blank but prompting will be over the list of Fiscal Document Types for the Usage type (current processing).

**Caution:** You can only use this task if DRP is installed.

**Note:** A manual facility for entry/amendment of consignment transfer orders is provided by Order Capture.

Press Enter to validate your entries and then press Enter again to submit the batch job.

## Create Inbound Consignment Orders [35/RQP]

Use this task to convert inbound consignment requisitions into transfer orders in Sales Order Processing.

## Create Consignment Requisitions Selection Window

To display this window, select the Create Consignment Transfer Orders task.

You use this window to select purchase requisitions and submit a batch job to convert them into production transfer orders.

**Fields****Consignment Stockroom**

Enter the consignment stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

If Stockroom authorization is switched on and you enter a Stockroom to which you are not authorised, then the Stockroom Authorisation error window will appear and you may not continue.

If no Stockroom is entered, the submitted job validates each attempted Transfer Order creation, and prevents it if the submitting user is not authorised to all the Stockrooms on the Order (header and all lines). An exception report is created, listing the Stockrooms for which Transfer Orders were not created. Each unauthorised Stockroom appears once only on the report, with the literal 'Transfer Orders for Stockroom XX' not created as the user does not have the required authorisation.'

**Demand Company**

Enter the demand company if Enterprise is applicable.

**Consignment Customer**

Enter the consignment customer.

Alternatively, use the prompt facility to select from the Customer Scan/Selection pop-up.

**Lines per Order**

Enter the maximum number of lines per transfer order. The default is 999.

**Caution:** You can only use this task if DRP is installed.

**Note:** A manual facility for entry/amendment of consignment transfer orders is provided by Order Capture.

Press Enter to validate your entries and then press Enter again to submit the batch job.

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## Chapter 4 Enquiries

### Requisitions Enquiry [1/RQE]

You can use this task to enquire on requisitions generated in your company. You can view the [status](#) and details of each requisition. Additionally, you can view purchase order lines generated from requisitions, requisition text, and sales order reservations.

### Requisitions Enquiry Select Window

To display this window, select the Requisitions Enquiry task.

Use this window to select the requisitions you want to view.

#### **Fields**

##### **All/Outstanding**

You must select one of the following:

All (1) - To view all requisitions

Outstanding (2) - To view only requisitions that have not been converted into purchase orders

##### **Release Flag**

You can optionally enter the [release flag](#) value of the requisitions that you want to view.

You can leave this field blank to view requisitions regardless of [release flag](#) value.

##### **Item**

You can optionally enter a valid item code to view requisitions for that item only.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

You can leave this field blank to view requisitions for all items.

**Supplier**

You can optionally enter a valid supplier code to view only requisitions for that supplier. You can also enter a supply [centre](#) code defined to DRP (if installed) to view all requisitions for that supply [centre](#).

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

You can leave this field blank to view requisitions for all suppliers.

**Purchase Officer**

You can optionally enter a valid purchase officer code to view only requisitions for that purchase officer.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

You can leave this field blank to view requisitions for all purchase officers.

**Order Class**

You can optionally enter a valid [order class](#) to view only requisitions for that [order class](#).

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

You can leave this field blank to view requisitions regardless of [order class](#).

**Stockroom**

You can optionally enter a valid stockroom code, as defined to Inventory Management, to view only requisitions for that stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

You can leave this field blank to view requisitions for all stockrooms.

**Requisitioner**

You can optionally enter a valid [requisitioner](#) user ID to view only requisitions for that user.

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

You can leave this field blank to view requisitions for all [requisitioners](#).

**Department**

You can optionally enter a valid [department](#) to view only requisitions for that [department](#).

Alternatively, use the prompt facility to select from the All [Departments](#) pop-up.

You can leave this field blank to view requisitions for all [departments](#).

Press Enter to display the Requisition Enquiry [Status](#) window.

## Requisition Enquiry Status Window

To display this window, press Enter on the Requisition Enquiry Select window.

---

Use this window to enquire on the [status](#) of selected requisitions.

### **Fields**

#### **Item**

This field displays the code for the requisitioned item.

**Note:** *The item code for a requisition entry is displayed in reverse image to indicate that a preferred or run-out supersession is active.*

#### **Supplier**

This field displays the code for either an external supplier or an internal supply [centre](#) (as defined to DRP).

**Note:** *Supply [centres](#) are displayed in reverse colours on this window if the requisition is an internal one.*

#### **Store**

This field displays the code for the stockroom for which the requisition has been raised.

#### **Qty/UOM**

These fields display the recommended or manually specified order quantity, in the appropriate unit of measure.

#### **Price/UOM**

These fields display the price and unit of measure for the requisition. DRP centrally supplied items are not priced.

#### **Cur**

This field displays the currency code for the supplier.

#### **Requisitioner**

This field displays the [requisitioner](#) responsible for the requisition.

#### **Department**

This field displays the [department](#) to which the [requisitioner](#) is assigned.

#### **Authoriser**

This field displays the code of the [requisitioner](#) responsible for authorising the requisition, if this is different from the person who raised the requisition.

#### **Due**

This field displays the expected delivery date for the items. This date is either calculated by Inventory, Manufacturing, or DRP, or entered manually.

#### **Purchase Officer**

This field displays the purchase officer responsible for this requisition.

### **Req/Ord No**

This field displays the requisition number, or purchase order number if the requisition has been converted to an order.

### **Status**

This field displays the [status](#) of the requisition.

### **Reserved**

This field displays the quantity reserved against this requisition.

## **Options**

### **Order Enquiry**

Use this to view the purchase order line relating to this requisition

This option is not displayed when you are enquiring only on [outstanding requisitions](#).

### **Text**

Use this to view and maintain text.

### **Reservation Enquiry**

Use this to view the sales order reservation.

If a requisition is created in Advanced Order Entry for back-to-back or direct delivery processing, then you can view any reservations against the corresponding sales order.

## **Functions**

### **Details (F13)**

Use this to toggle the display to the Requisition Enquiry Detail window.

Select Order Enquiry against a requisition line to display the Order Line Enquiry window.

## Order Line Enquiry Window

Select Order Enquiry against an order line on the Requisition Enquiry [Status](#) window to display this window.

Use this window to view the purchase order line that has been raised from the selected requisition.

For more information on this window, refer to the Order Enquiry section in the Purchase Management product guide.

## Reservation Enquiry Pop-up

Select Reservation Enquiry against an order line on the Requisition Enquiry [Status](#) window to display this pop-up.

You can use this pop-up to view details of any sales order reservations made against this requisition.

### **Fields**

#### **Reference**

This field displays the sales order reservation reference number

#### **Type**

This field displays the type of order for which the reservation has been raised.

#### **Due Date**

This field displays the date that the order is due to be despatched.

#### **Reserved**

This field displays the quantity reserved for the order.

#### **UoM**

This field display the unit of measurement.

### **Options**

#### **Demand Order Enquiry**

Use this to display the sales order line for which the reservation has been made.

For more information on the Order Line Enquiry window, refer to the Order Entry Line Enquiry section in this product guide.

Select **Previous (F12)** to return to the Requisition Enquiry window.

## Requisitions Enquiry Details Window

To display this window, select **Details (F13)** on the Requisition Enquiry [Status](#) window.

Use this window to view requisitions and amend the requisition's text if necessary.

### **Fields**

#### **Item**

This field displays the item code.

#### **Supplier**

This field displays the code for either an external supplier, or an internal supply [centre](#) (as defined to DRP).

***Note:** Supply [centres](#) are displayed in reverse colours on this window to identify internal requisitions.*

#### **Store**

This field displays the code for the stockroom for which the requisition has been raised.

**Class**

This field displays the [order class](#) for the requisition as follows:

**1-4** for stocked orders

**5-8** for non-stocked orders (including 6 for services)

**Qty/UOM**

These fields display the recommended or manually specified order quantity, in the appropriate unit of measure.

**Price/UOM**

These fields display the price and unit of measure for the requisition. DRP centrally supplied items are not priced.

**Cur**

This field displays the currency code for the supplier.

**Rlsf.**

This field displays the [release flag](#) value for the requisition. This value is user-defined and set up in Purchase Management. The [release flag](#) value can be used to select requisitions for amendment, reporting or conversion to orders.

**Description/Cost Code**

This field displays the item description for stocked items, or the cost code for non-stocked items.

**Due**

This field displays the expected delivery date for the items. This date is either calculated by Inventory, Manufacturing, or DRP, or entered manually.

**Purchase Officer**

This field displays the purchase officer responsible for this requisition.

**Disc.**

This field displays the discount for the requisition.

**Status**

This field displays the [status](#) of the requisition.

**Reserved**

This field displays the quantity reserved for the order.

**Source**

This displays the order [source](#) (Manual, Inventory, Production, DRP or Advanced Order Entry).

**Options****Order Enquiry**

Use this to view the purchase order line relating to this requisition.



This option is not displayed when you are enquiring only on [outstanding requisitions](#).

**Text**

Use this to view and maintain any text associated with this requisition line.

**Reservation Enquiry**

Use this to view any sales order reservations associated with this requisition.

Sales order reservations are created in advanced order entry when raising requisitions for back to back or direct delivery processing.

**Functions****Status (F14)**

Use this to toggle the display to the Requisition Enquiry [Status](#) window.

Select **Exit (F3)** to leave this enquiry.



---

## Chapter 5 Reports

### Requisitioning Reports

You can produce the following reports:

- A report detailing current requisitions, including or excluding those converted to supply orders, and featuring flexible sequencing and selection criteria
- A listing of all requisitions awaiting authorisation

**Note:** A listing of the Requisitioning Authorisation file is also available from the Requisitioning Maintenance task.

### Requisitions Report [1/RQR]

Use this task to produce a report detailing the [status](#) of requisitions. You can sequence the report by supplier, purchase officer, [department](#) or [requisitioner](#). You can select either valid, invalid, or all requisitions for the report.

The generated report is in purchase officer, supplier, [department](#) or [requisitioner](#) sequence, as selected.

Page breaks are created on change of purchase officer, supplier, [department](#) or [requisitioner](#) (or on overflow).

The details printed for each requisition are:

- Purchase officer
- Order quantity and unit of measure
- Item
- Due date
- Unit price and unit of measure
- Value of requisition
- Item description

Total values are given at the following levels:

- Purchase officer
- Supplier
- [Department](#)
- [Requisitioner](#)
- Company

## Requisitions Report Selection Window

To display this window, select the Requisitions Report task.

Use this window to select the requisitions required and submit the batch program to create the report.

### **Fields**

#### **All/Outstanding**

You must select one of the following:

All (1) - To include all requisitions in the report

Outstanding (2) - To include only [outstanding requisitions](#) in the report

#### **Sequence By**

You must select one of the following:

Supplier (1) - To sequence the report by supplier

Purchase Offr. (2) - To sequence the report by purchase officer

[Department](#) (3) - To sequence the report by [department](#)

[Requisitioner](#) (4) - To sequence the report by [requisitioner](#)

### **Enter Selection Criteria**

The following selection criteria fields are optional.

#### **Release Flag**

You can enter a value to limit reporting to requisitions with that [release flag](#) value.

#### **Item**

You can enter a valid item code to select only requisitions for this item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

#### **Department**

You can enter the [department](#) of the company for which the requisitioned items are required.

Alternatively, use the prompt facility to select from the All [Departments](#) pop-up.

**Supplier**

You can enter a valid supplier code to select requisitions only for this supplier. If DRP is installed for this company, you can enter a valid supply [centre](#) code to select requisitions for items supplied by this supply [centre](#).

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

**Requisitioner**

You can enter the person responsible for creating a [manual requisition](#).

Alternatively, use the prompt facility to select from the All [Requisitioners](#) pop-up.

**Purch. Offcr**

You can enter a valid purchase officer number to select only requisitions for which they are responsible.

Alternatively, use the prompt facility to select from the Select [Purchasing Officer](#) pop-up.

**Order Class**

You can enter a valid [order class](#) to select only requisitions with this class.

Alternatively, use the prompt facility to select from the ORDC [Order Classification](#) pop-up.

**Stockroom**

You can enter a valid stockroom code to select only requisitions for this stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

**Error Status**

Select one of the following:

All (Blank) - To select both valid and invalid requisitions

Valid (1) - To select only requisitions with no error flags set

Invalid (2) - To select only requisitions with one or more error flags set

Press Enter to submit a batch program to the job queue to create the report.

## Requisitions to be Authorised [11/RQR]

This report details requisitions to be authorised.

When you select this task, a confirmation pop-up is displayed.

Select Confirm **Submit (F8)** to submit this report to be printed.



---

## Chapter 6 Utilities

### Requisitions Purge [1/RQU]

You can use the requisitions purge utility to delete all requisitions which have not been actioned by a specified date.

### Requisitions Purge Window

To display this window, select the Requisitions Purge task.

Use this window to delete inactive requisitions by specifying a purge date.

#### **Fields**

##### **Company Code**

Enter the code of the company for which requisitions are to be deleted.

This field defaults to the current company.

You can leave this field blank to delete requisitions from all companies.

##### **Purge Date**

Enter or select the date up to which you want to delete all inactive requisitions.

Select **Update (F8)** to start a batch job which will delete the requisitions and create the audit report.





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## Appendix A Glossary

### **Authoriser**

The person responsible for sanctioning a **Manual Requisition**

### **Centre**

A site within the company which acts as a central supply source by stocking and shipping items to regional **DCs** as required

### **DC**

A Distribution Centre dealing directly with customers' orders, whilst normally holding minimal stock

### **DC Stockroom**

An Inventory stockroom which is located at, and defined to a **DC**

Often referred to as a branch warehouse

### **Department**

The part of the company for which the requisitioned items are required

### **Distribution Order**

An internal sales order, raised on a **centre** to satisfy the requirements of a particular **DC**

### **Error Status**

This is used to distinguish between valid and invalid **requisitions**. If the **item supplier purchase officer** or item/supplier combination does not exist for a particular requisition, it is considered invalid. If all exist, it is a valid requisition. This is used for selection purposes.

### **Manual Requisition**

A requisition entered directly into this application, i.e. not generated from any external applications

### **Model**

A method of defining a view of the supply and demand for scheduling purposes within the MPS and MRP applications

### **Network**

A code representing the DRP Supply Network which identifies the **centre**, and all **DCs** which the centre supplies

### **Order Class**

This specifies if the order is a stocked order, non-stocked order or service order:

**1 - 4** represent stock orders.

**5 - 8** represent non-stock orders (where 6 is a service order.)

**Outstanding Requisition**

A requisition which has not yet been converted into an order nor deleted

**Purchasing Officer**

The person responsible for the purchasing control of particular **items** within this application

**Release Flag**

A user-defined code to control the release of **requisitions** into an order

**Requisitioner**

The person responsible for creating a **manual requisition**

**Source**

The origin of a requisition

A requisition may be created in requisition confirmation or be sourced from one of the interfacing System21 Aurora applications.

**Status**

This is the current stage of a (manual) requisition. It is interpreted as:

To be Authorised

Authorised

Rejected

Converted to Order

Deleted