











EXPRESS STEPS: Creating a One Line DCC Requisition with Defaults

Purchasing > Requisitions > Add/Update Requisition

- At the Add a New Value tab click 
- Select the **Origin**
- To enter the Requisition Defaults:
 - Click **Requisition Defaults** link
 - Click **Override**
 - Enter a **Vendor**
 - Verify **Vendor Location**
 - Enter a **Category**
 - Enter a **Unit of Measure**; If necessary, change the **Ship To** location
 - Select a **Due Date** if needed
 - If this is a **BLK** requisition, click the **Distribute by** list box and select **Amount**
 - *Enter the **Fund**
 - Enter the **DCC**
 - Verify or select a different **Account** code
 - Click 
- To enter the **Line** Details:
 - Enter a **Description**
 - Enter a **Quantity**
 - Enter a **Price**
- Click  to add default values to the requisition. If you do not, your default chartfield values may not be entered in the **Distribution** page. Check the **Distribution** page to verify that the chartfield values were entered.
- Click  and then click  to access **Distribution** page. If chartfield values did not come in, enter them now. Return to Main Page.
- Click  to save the requisition
- Click  to budget check **Note:** To use these instructions for a Grant, just click the lookup icon for the SpeedChart key , select the correct SpeedChart key, and click **OK**. **Note:** you may have to re-enter the quantity.