



# QUICK TIPS

## Requisition Entry

Step	Process	Comments
1	Enter Requisition Data.	This includes the agency requisition number and sole source information by line.
2	Self Approve.	This step may not be required.
3	Budget Check.	This is optional (May be done by batch processing).
4	Save.	Please note your requisition number.

### Processing Tips

- A. Always enter Header Defaults first. This saves time on multi-line tasks.
- B. The % symbol is the wild card in Peoplesoft. If you only know part of the information that needs to be entered into a field, enter % and the information you do know, and then hit the look up button to locate your data.
- C. The refresh button and the tab key works to populate the other fields.
- D. Enter **Contract** numbers on the Line Details hyperlink.
- E. If you have entered a custom price (you have changed the price that was loaded by the item ID) you must remove the Calculate Flag on the line details hyperlink for each line item.
- F. The correct origin must be entered to ensure the proper workflow routing. Ex. All Leasing Contracts must have the origin - LSG.
- G. Be sure to check line details for the correct vendor. The vendor may be an incorrect due to item vendor relationship requirements. (This is optional, Purchasing will determine the final vendor)
- H. If you will be processing to a **Purchase Order** or **RFQ**, make sure there is no price of zero on your line items (unless they will truly be no charge). When a no price is entered on a requisition a zero indicator flag is set under the line details hyperlink. This prevents the system from allowing a Purchase Order or RFQ award with a price. You will not be able to change the zero dollar amount to a different price.
- I. If Distribution hyperlink on Schedule page is grayed out, it is because the line is out of balance. Cancel the schedule and enter a new schedule.
- J. On **Authority Orders** you must check the Amount Only box on the Line Details hyperlink.

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**If a discrepancy is found in the above information, email  
[Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.**

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