

**kuali**  
financial systems®

**Colorado State University SYSTEM**  
Colorado State University • Colorado State University Pueblo • CSU-Holdings

action list doc search

Logged in User: swarc

**Message Of The Day**  
This is the QA 3 Environment Cloned from Prod on 03/21/14 for CSU Pueblo Testing

**Transactions**

- Budget Construction**
  - Budget Construction Selection
- Financial Processing**
  - Advance Deposit
  - Adjustment/Accrual Voucher
  - Budget Adjustment
  - Cash Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing
  - Internal Order
  - Pre-Encumbrance
  - Single Sided Budget Adjustment
  - Transfer of Funds
  - Work Order Authorization
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  - Contract Manager Assignment
  - Payment Request
  - Receiving
  - Requisition**
  - Shop Catalogs
  - Vendor Credit Memo

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- Capital Asset Management**
  - Asset Maintenance
- Financial Processing**
  - Disbursement Vouchers
- Purchasing/Accounts Payable**
  - Electronic Invoice Rejects
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  - Receiving
  - Requisitions
  - Vendor Credit Memos

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  - Balances by Consolidation
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  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
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- 1099 Process**
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- Capital Asset Builder**
  - Pre-Asset Tagging
- Capital Asset Management**
  - Asset
  - Asset Fabrication
  - Asset Global (Add)

From the Kuali Main Menu, click “Requisition” to start the process of creating a requisition. This Guide covers the tabs that are needed to create a requisition. When creating requisitions in Kuali the first five tabs will be open for input.

Requisition ?

Backdoor Id g.trujillomartinez is in use

Doc Nbr:	3102978	Status:	INITIATED
Initiator:	g.trujillomartinez	Created:	03:46 PM 05/14/2014
Requisition #:	Not Available	Requisition Doc Status:	In Process

expand all collapse all  
\* required field

Document Overview hide

Document Overview

\* Description:

Organization Document Number:

Explanation:

Financial Document Detail

\* Year: 2014

Total Amount:

The requisition document initially opens with the appropriate tabs expanded that have fields where data entry is required. The user may click the “expand all” button or the “collapse all” button to show or hide all tabs.

\* required field

- Document Overview show
- Delivery show
- Vendor show
- Items show
- Capital Asset show
- Payment Info show
- Additional Institutional Info show
- Account Summary show
- View Related Documents show
- View Payment History show
- Notes and Attachments (0) show
- Ad Hoc Recipients show
- Route Log show

## Document Overview Tab

Document Overview <span>hide</span>	
<b>Document Overview</b>	
* Description: <input type="text"/>	Explanation: <input type="text"/>
Organization Document Number: <input type="text"/>	
<b>Financial Document Detail</b>	
* Year: 2014	Total Amount: <input type="text"/>
<b>Requisition Detail</b>	
* Chart/Org: PB / P304	* Funding Source: INSTITUTION ACCOUNT
Receiving Required: <input type="checkbox"/>	Payment Request Positive Approval Required: <input type="checkbox"/>
Account Distribution Method: Proportional	

***This is a required field for all requisitions. Any field that is marked with an asterisk is a required field. For requisitions over \$5000, the description field will be changed to reflect the last name of the Purchasing Agent assigned the requisition.***

## Delivery Tab

Document Overview <span>show</span>	
Delivery <span>hide</span>	
<b>Final Delivery</b>	
* Delivery Campus: PC - CSU Pueblo Campus	* Delivery To: TRUJILLO-MARTINEZ, GERALDINE A
Building: <input type="text"/> <span>building not found</span> <span>set as default building</span>	Phone Number: 719-549-2054
* Address 1: <input type="text"/>	Email: g.trujillomartinez@colostate-pueblo.edu
Address 2: <input type="text"/>	
* Room: <input type="text"/>	
* City: <input type="text"/>	
State: <input type="text"/>	
Postal Code: <input type="text"/>	Delivery Instructions: <input type="text"/>
* Country: <input type="text"/>	
<b>Receiving Address</b>	
Receiving Address: P304-1 2200 Bonforte Blvd ADM309 Pueblo, CO 81001-4901 United States	
<b>Address To Vendor</b>	
Use Receiving Address as Shipping Address Presented to Vendor? Yes	

***The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to Building. The magnifying glass allows searching in all of the Kuali screens. Information highlighted***

*in green is automatically populated from user's organization code. This receiving address is then populated on the purchase order transmitted to the vendor for delivery.*

Campus Code:    
 Building Code:   
 Building Name:   
 Active Indicator:  Yes  No  Both

*This is the screen you will see after clicking on the magnifying glass. Click "search."*

Campus Code:    
 Building Code:   
 Building Name:   
 Active Indicator:  Yes  No  Both

73 items retrieved, displaying all items.

<u>Return Value</u>	<u>Campus Code</u>	<u>Building Code</u>	<u>Building Name</u>	<u>A</u>
<a href="#">return value</a>	PC	00010	LIBRARY	Yes
<a href="#">return value</a>	PC	000101	LIBRARY WING	Yes
<a href="#">return value</a>	PC	00020	CHEMISTRY	Yes
<a href="#">return value</a>	PC	00030	HEATING PLANT	Yes
<a href="#">return value</a>	PC	00040A	RESIDENCE HALL (WING A)	Yes
<a href="#">return value</a>	PC	00040B	RESIDENCE HALL (WING B)	Yes
<a href="#">return value</a>	PC	00040C	RESIDENCE HALL (WING C)	Yes
<a href="#">return value</a>	PC	00040D	RESIDENCE HALL (WING D)	Yes
<a href="#">return value</a>	PC	00041	CRESTONE HALL	Yes
<a href="#">return value</a>	PC	00043	GREENHORN HALL	Yes
<a href="#">return value</a>	PC	00050	LIFE SCIENCE	Yes
<a href="#">return value</a>	PC	00060	PHYSICS MATH	Yes
<a href="#">return value</a>	PC	00070	HEALTH PHYS-ED RECREATION	Yes
<a href="#">return value</a>	PC	00080	ART MUSIC	Yes
<a href="#">return value</a>	PC	000801	MUSIC CLASSROOM	Yes
<a href="#">return value</a>	PC	00090	ADMINISTRATION	Yes
<a href="#">return value</a>	PC	00100	OCCHIATO UNIVERSITY CENTER	Yes
<a href="#">return value</a>	PC	00110	PSYCHOLOGY	Yes
<a href="#">return value</a>	PC	00120	HASAN SCHOOL OF BUSINESS	Yes
<a href="#">return value</a>	PC	00130	TECHNOLOGY BUILDING	Yes
<a href="#">return value</a>	PC	00140	PHYSICAL PLANT MAINT FACILITY	Yes
<a href="#">return value</a>	PC	00150	EQUIPMENT STORAGE SHED NORTH	Yes
<a href="#">return value</a>	PC	00160	EQUIPMENT STORAGE SHED SOUTH	Yes
<a href="#">return value</a>	PC	00170	QUONSET HUT	Yes

*Find your building and click "return value."*

Delivery		▼ hide
<b>Final Delivery</b>		
* Delivery Campus:	PC - CSU Pueblo Campus	* Delivery To:
Building:	ADMINISTRATION <input type="text" value="building not found"/> <input type="button" value="set as default building"/>	Phone Number:
* Address 1:	2200 Bonforte Blvd	Email:
Address 2:	<input type="text"/>	
* Room:	309	Delivery Instructions:
* City:	Pueblo	
State:	CO	
Postal Code:	81001	
* Country:	United States	

**Enter your room number and click “set as default building.” You will not need to set your default address again.**

## Vendor Tab

Document Overview		▶ show
Delivery		▶ show
Vendor		▼ hide
<b>Vendor Address</b>		
Suggested Vendor:	<input type="text"/> <input type="button" value="clear vendor"/>	City:
Vendor #:	<input type="text"/>	State:
Address 1:	<input type="text"/>	Province:
Address 2:	<input type="text"/>	Postal Code:
Attention:	<input type="text"/>	Country:
<b>Vendor Info</b>		
Customer #:	<input type="text"/>	Payment Terms:
Notes To Vendor:	<input type="text"/>	Shipping Title:
Contract Name:	<input type="text"/>	Shipping Payment Terms:
Phone Number:	<input type="text"/>	Contacts:
Fax Number:	<input type="text"/>	Supplier Diversity:

**Search for a vendor by clicking on the magnifying glass.**

Vendor Name:

Tax Number:

Vendor #:

Active Indicator:  Yes  No  Both

Vendor Type:

State:

Commodity Code:

Supplier Diversity:

**For best results, use an asterisk before and after the vendor name. After inputting the vendor's name, click "search."**

14 items retrieved, displaying all items.

Return Value	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
<a href="#">return value</a>	<a href="#">Hilton Long Beach</a>	HEI Hospitality Fund Holding	25540-0	Yes	PO	CALIFORNIA		
<a href="#">return value</a>	<a href="#">Hilton Austin Convention Hotel</a>	AUSTIN CONVENTION ENTERPRISES	41840-0	Yes	PO	TEXAS		
<a href="#">return value</a>	<a href="#">Hilton Birmingham</a>	Noble Interstated Mgmt Group LLC	44225-0	Yes	PO	ALABAMA		
<a href="#">return value</a>	<a href="#">Hilton Fort Collins</a>	Atrium Finance I V	37064-0	Yes	PO	COLORADO		
<a href="#">return value</a>	<a href="#">HILTON FORT LAUDERDALE MARINA</a>	China Grill FTL LLC W H M LLC	31392-0	Yes	PO	FLORIDA		
<a href="#">return value</a>	<a href="#">Hilton Garden Inn Denver Downtown</a>		43273-0	Yes	PO	COLORADO		
<a href="#">return value</a>	<a href="#">Hilton Head Pk Physicians</a>		19210-0	Yes	PO	OHIO		
<a href="#">return value</a>	<a href="#">Hilton Head Rentals And Golf</a>	HILTON HEAD RENTALS AND GOLF	7692-0	Yes	PO	SOUTH CAROLINA		
<a href="#">return value</a>	<a href="#">Hilton New Orleans Riverside</a>		35606-0	Yes	PO	LOUISIANA		
<a href="#">return value</a>	<a href="#">HILTON PHOENIX CHANDLER</a>	texas Western Mgmt Partnership	32823-0	Yes	PO	ARIZONA		
<a href="#">return value</a>	<a href="#">Hilton San Diego Bayfront</a>	Sunstone Park Lessee LLC	39045-0	Yes	PO	CALIFORNIA		
<a href="#">return value</a>	<a href="#">Hilton Santa Fe Buffalo Thunder</a>	Buffalo Thunder	42582-0	Yes	PO	NEW MEXICO		
<a href="#">return value</a>	<a href="#">Hilton Santa Fe Historic Plaza</a>	Ashford TRS Sapphire LLC	39016-0	Yes	PO	NEW MEXICO		
<a href="#">return value</a>	<a href="#">HILTON TULSA SOUTHERN HILLS</a>	BRISAM TULSA LLC	36794-0	Yes	PO	OKLAHOMA		

**After clicking on the magnifying glass, this is what you will see if there are multiple vendors. Click "return value" on the vendor you need.**

Vendor ▼ hide

**Vendor Address**

Suggested Vendor: Hilton San Diego Bayfront clear vendor City: San Diego

Vendor #: 39045-0 State: CA

Address 1: 1 Park Blvd 🔍 Province:

Address 2:  Postal Code: 92101

Attention: Crissandra Riddle Country: United States ▼

**Vendor Info**

Customer #:  🔍

Notes To Vendor:

Contract Name:  🔍 Payment Terms:

Phone Number:  🔍 Shipping Title:

Fax Number: (619) 270-2601 🔍 Shipping Payment Terms:

Contacts:  🔍 Supplier Diversity:

The vendor selected will auto populate the fields on the requisition. User can click on magnifying glass on Address 1 to choose a different address for selected vendor. Select from the available PO addresses. Check the fax number to make sure the fax number is correct. The system will fax the purchase order to the vendor using this number.

## Items Tab

Document Overview ▶ show

Delivery ▶ show

Vendor ▶ show

Items ▼ hide

Add Item ? import lines

Item Line #	* Item Type	Quantity	UOM:	Catalog #	Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
	<span>🔍</span>	<input type="text"/>	<input type="text"/> <span>🔍</span>	<input type="text"/>	<input type="text"/> <span>🔍</span>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<span>add</span>

setup distribution remove accounts from all items remove commodity codes from all items expand all accounts collapse all accounts

**Current Items**

No items added to document

**Additional Charges** ▼ hide

* Item Type	Description	Extended Cost

**Totals**

Grand Total:	0.00
APO Limit:	5,000.00

**“Quantity” requisitions are used for goods only. “No Quantity” requisitions are used for open and service purchase orders where multiple invoices are expected.**

### “Quantity”

Item Line #	* Item Type	Quantity	UOM:	Catalog #	Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
	QUANTITY	1	ea EACH	98985		stuff	1000	0.00	<input type="checkbox"/>	<input type="checkbox"/>	add

**“Quantity” requisitions are to be used for goods only. You must enter each item as it appears on your quote. You must input a Quantity, UOM, Catalog #, Description, and Unit Cost. The Commodity Code field must be left blank. Remember to click the “add” button to save your requisition line. (Note: Electronic receiving in KFS is required for all “Quantity” POs greater than \$5,000.00)**

### “No Quantity”

Item Line #	* Item Type	Quantity	UOM:	Catalog #	Commodity Code	* Description	* Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Action
	NO QUANTITY					stuff	1000	0.00	<input type="checkbox"/>	<input type="checkbox"/>	add

**“No Quantity” requisitions are used for open and service purchase orders, where multiple invoices are expected. Only Description and Unit Cost are required on a no quantity requisition. Do not input anything in the Quantity, UOM, or Catalog # fields. Remember to click the “add” button to save the line to the requisition.**

Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Actions
1	QUANTITY	1.00	EA EACH	12345		stuff	1,000.00	1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	delete

When the “add” button is clicked, the requisition line is saved and an “Add Item” box opens for Line 2 above Line 1. “Add Item” box will appear after each line is added. If there is only 1 line to your requisition, leave “Add Item” box blank.

## “Funding”

setup distribution   remove accounts from all items   remove commodity codes from all items   expand all accounts   collapse all accounts

Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost
<b>Item 1</b>								
1	QUANTITY	1.00	EA EACH	464654		stuff	1,000.00	1,000.00
<a href="#">▶ show</a> Accounting Lines								
<b>Item 2</b>								
2	QUANTITY	2.00	EA EACH	46465		stuff 2	500.00	1,000.00
<a href="#">▶ show</a> Accounting Lines								
<b>Additional Charges</b> <a href="#">▶ show</a>								
<b>Totals</b>								
							<b>Grand Total:</b>	<b>2,000.00</b>
							<b>APO Limit:</b>	<b>5,000.00</b>
Capital Asset	<a href="#">▶ show</a>							
Payment Info	<a href="#">▶ show</a>							
Additional Institutional Info	<a href="#">▶ show</a>							
Account Summary	<a href="#">▶ show</a>							
View Related Documents	<a href="#">▶ show</a>							
View Payment History	<a href="#">▶ show</a>							
Notes and Attachments (0)	<a href="#">▶ show</a>							
Ad Hoc Recipients	<a href="#">▶ show</a>							
Route Log	<a href="#">▶ show</a>							
<a href="#">calculate</a> <a href="#">submit</a> <a href="#">save</a> <a href="#">close</a> <a href="#">cancel</a>								

After all lines have been added to the requisition, the lines require accounting information. There are two ways to apply account and object code funding to requisition lines, Header Level funding or Line Level funding.

Header Level funding allows funding to be applied to all lines of the requisition. To start Header Level funding, click the “setup distribution” button. Line Level funding allows funding to be applied individually to each line of the requisition. Click the “show” button next to “Accounting Lines.” User will do this for each line of the requisition for Line Level funding. When funding has been added to the requisition lines, user must click “calculate” at the bottom of the requisition document.

## Header Level Funding

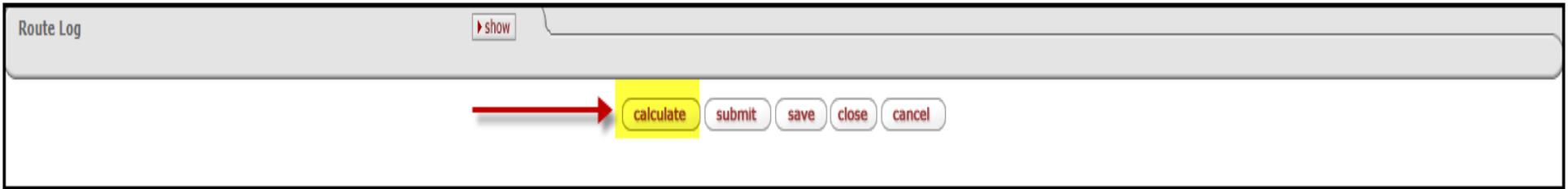
The screenshot displays the 'Accounting Lines' interface. At the top, there is a header section with a 'hide detail' button and an 'import lines' button. Below this is a table with columns: \* Chart, \* Account Number, Sub-Account, \* Object, Sub-Object, Project, Org Ref Id, Percent, Amount, and Actions. The 'Account Number' and 'Object' fields are highlighted with red boxes. The 'Percent' and 'Amount' fields are also highlighted with a red box. A dropdown menu is open for the 'Chart' field, showing options CO, CR, BG, and PB. A blue arrow points to the 'distribute to items' button, and a red arrow points to the 'add' button in the Actions column.

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amount	Actions
CO							100.00		add

Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted	Assigned To	Trade In	Actions
1	QUANTITY	1.00	EA	464654		stuff	1,000.00	1,000.00				delete
2	QUANTITY	2.00	EA	46465		stuff 2	500.00	1,000.00				delete

After clicking “setup distribution”, “Accounting Lines” will appear. Select “PB” from the dropdown box under Chart. Enter the Account Number, Object Code, Percent or dollar Amount and click “add”. You can add multiple Header accounting lines but the Percent must equal 100 or the Amount must equal the requisition total. Click “distribute to items” when you have finished adding your accounting lines.



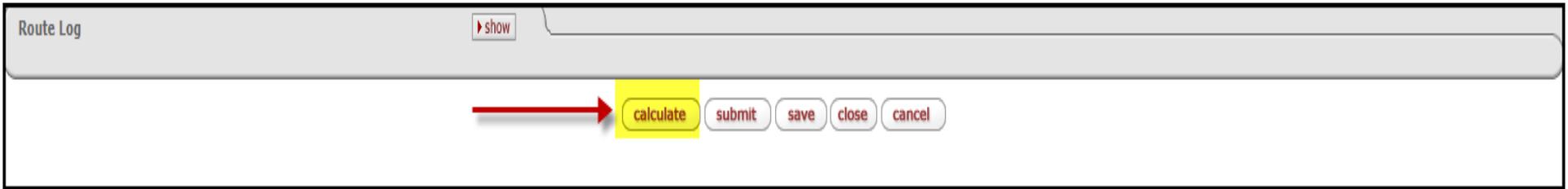
Remember to click “calculate” at the bottom of requisition before clicking “save” or submit”.

## Line Level Funding

setup distribution remove accounts from all items remove commodity codes from all items expand all accounts collapse all accounts

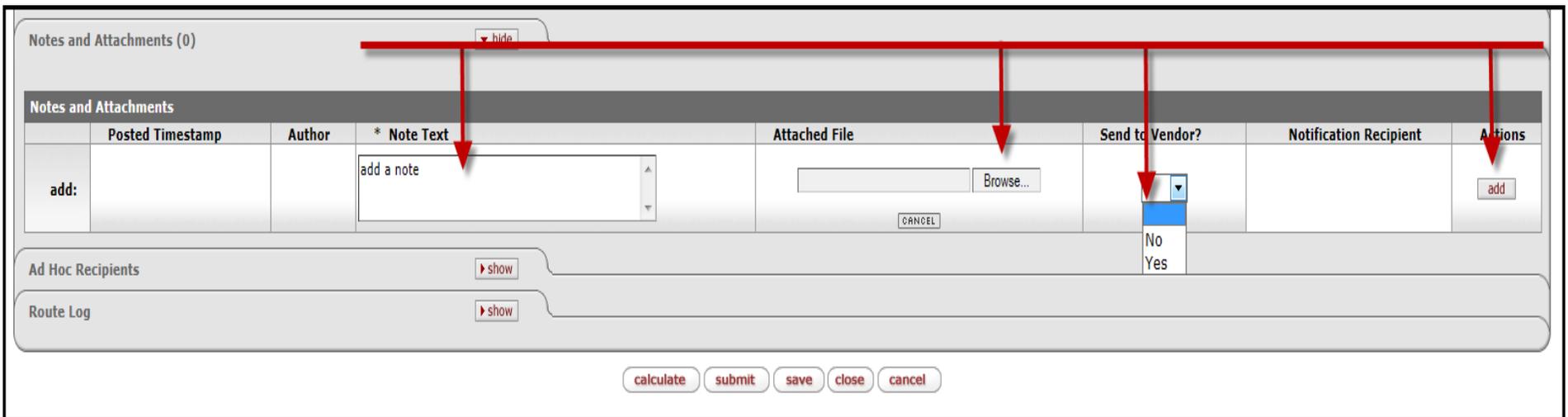
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted	Assigned To Trade In	Actions																						
Item 1		1.00	EA	464654		stuff	1,000.00	1,000.00	<input type="checkbox"/>	<input type="checkbox"/>																							
<div style="border: 1px solid gray; padding: 5px;"> <p>hide Accounting Lines</p> <p>Accounting Lines 2 <span style="float: right;">hide detail</span></p> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>Percent</th> <th>Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>PB</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td></td> <td>add</td> </tr> </tbody> </table> </div>												Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amount	Actions	PB								0.00		add
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amount	Actions																							
PB								0.00		add																							
Item 2		2.00	EA	46465		stuff2	500.00	1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	delete																						
<div style="border: 1px solid gray; padding: 5px;"> <p>show Accounting Lines</p> </div>																																	
Additional Charges <span style="float: right;">hide</span>																																	
* Item Type							Description	Extended Cost																									
Totals							Grand Total:	2,000.00																									
							APO Limit:	5,000.00																									

For funding at the line, click the “show” button next to “Accounting Lines.” You will need to do this for each line of the requisition for Line Level funding. Select “PB” from the dropdown box under Chart. Enter the Account Number, Object Code, Percent or dollar Amount and click “add”. You can add multiple Line Level accounting lines but the Percent must equal 100 or the Amount must equal the line total. Each line of requisition must have an account and object code.



**Remember to click “calculate” at the bottom of requisition before clicking “save” or submit”.**

## Notes and Attachments Tab



**Notes and Attachments can be used to add a quote or note for the vendor or Purchasing Agent. Note Text must be entered anytime an attachment is added to a requisition. To attach a file, click on “Browse” under Attached File and go to the location of where the file is saved. If you want a note or quote to be sent to the vendor, select “Yes” from the drop down menu. Click “add” to attach the note or attachment.**

## Route Log Tab



***In order to see who will need to approve the requisition before a purchase order is created the requisition must be saved. Click “save” at the bottom of the requisition document. The Route Log tab shows which individuals need to approve the requisition before a purchase order is created.***

Route Log ▼ hide

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**Route Log** refresh

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ID: 3103000 ▼ hide

<b>Title</b>	Requisition - test		
<b>Type</b>	Requisition	<b>Created</b>	12:54 PM 05/15/2014
<b>Initiator</b>	TRUJILLO-MARTINEZ, GERALDINE A	<b>Last Modified</b>	01:10 PM 05/15/2014
<b>Route Status</b>	SAVED	<b>Last Approved</b>	
<b>Document Status</b>	In Process	<b>Document Status Modified</b>	12:54 PM 05/15/2014
<b>Node(s)</b>	AdHoc	<b>Finalized</b>	

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**Actions Taken** ▼ hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	TRUJILLO-MARTINEZ, GERALDINE A		01:10 PM 05/15/2014	

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**Pending Action Requests** ▼ hide

Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/> IN ACTION LIST COMPLETE	TRUJILLO-MARTINEZ, GERALDINE A	01:10 PM 05/15/2014	

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**Future Action Requests** ▼ hide

Action	Requested Of	Time/Date	Annotation
<input type="button" value="show"/> PENDING APPROVE	RAMOS, LISA LYNN	01:10 PM 05/15/2014	KFS-SYS Fiscal Officer PB 1310432
<input type="button" value="show"/> PENDING APPROVE	ORG-P304	01:10 PM 05/15/2014	KFS-SYS Accounting Reviewer P304 PB 1000 REQS 99999999
<input type="button" value="show"/> PENDING APPROVE	ORG-P304	01:10 PM 05/15/2014	KFS-SYS Accounting Reviewer P304 PB 1000 REQS 99999999

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**Log Action Message** ▶ show

**Click “show” on the Route Log, and then click “show” on Future Action Requests. Once the requisition is submitted, electronic workflow will route the requisition to various reviewers in the system. Reviewers will be listed in the Requested Of column of the Future Action Requests.**



When requisition is complete, click the “submit” button to start the workflow approval process for your document.

The screenshot shows the Kualo Financial System interface. At the top left is the 'Kualo financial systems' logo. Navigation tabs include 'Main Menu', 'Maintenance', and 'Administration'. On the right, there is the Colorado State University logo and 'SYSTEM' text, along with version information 'KFS 5.0.3 20130709 (Oracle9i)'. A search bar contains 'action list' and 'doc search'. A 'Login' button is visible in the top right.

The main content area displays a 'Requisition' section with a message: 'Document was successfully submitted.' Below this is a 'Document Overview' section with a 'hide' button. The document details are as follows:

Doc Nbr:	3103000	Status:	ENROUTE
Initiator:	g.trujillomartinez	Created:	12:54 PM 05/15/2014
Requisition #:	311943	Requisition Doc Status:	In Process

Additional fields shown include '\* Description: test' and 'Organization Document Number:'. There are 'expand all' and 'collapse all' buttons, and a note '\* required field'.

When the document is successfully submitted, the screen will refresh to the top and show the status of the document as **ENROUTE**. The document will route to the approvals needed to create a purchase order. The document is also assigned a requisition number.