



Search For a Requisition Default

Overview

The Maintenance and Utilization module Requisition Default process provides the ability to create, edit, or delete Requisition Default information.

Note



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Requisition > Requisition > Requisition Default > Requisition Default Search page

Procedures

Search For a Requisition Default

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search grid, narrow the results by entering one or more of the following optional fields.





Help Reference Guide

Search Criteria

Maint Activity

Supplementary Address

Reset

Search

Search Results

Options

+ Add

Edit

Delete

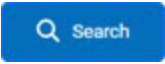
	Maint Activity	Requisition Type	Supplementary Address	Defaults Set
No Data				

Selected 0/0

10

Items per page

0 - 0 of 0 items

2. Click . The results display in the **Requisition Default Search Results** grid.

Search Results

Options

+ Add

Edit

Delete

	Maint Activity	Requisition Type	Supplementary Address	Defaults Set
	test 5	MR - MILSTRIP	--	Purpose Code

Selected 0/1

1

Items per page

1 - 1 of 1 items





Add a Requisition Default

Navigation

Requisition > Requisition > Requisition Default > Search Criteria > *VARIOUS PROCEDURAL*

STEPS >  > Add Requisition Default page

Procedures

Add a Requisition Default

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Add Requisition Defaults** page appears.

Tier and Requisition Type

* Maint Activity

* Requisition Type

Supplementary Details

Priority Code

Demand Code

Advice Code

Purpose Code

Media & Status Code

Distribution Code

Signal Code

Accounting Details

OPTAR

Object Class Code

Fund Code

Job Order Number

Funding Cost Center

Task Number

Point of Contact

Organization POC

First Name

Last Name

Organization Name

Email

Phone Number

DSN

Supply POC

First Name

Last Name

Supply Name

Email

Phone Number

DSN

Cancel

Save

- A. Complete the *Tier and Requisition Type* panel.
 - a. Enter the MAINT ACTIVITY in the field provided. *This is an 15 alphanumeric character field.*
 - b. Use  to select the Requisition Type.





Note



The fields in the Supplementary Details, Accounting Details, and Point of Contact panels appear depending on the Maintenance Activity and Requisition Type selected. Some fields may populate default information automatically after selection. This information is editable.



Successfully added requisition defaults

appears after the default information loads in the fields.

- B. Complete the Supplementary Details panel.
- C. Complete the Accounting Details panel.
 - 1. The FUND CD automatically populates and is not editable.

Note



The FUND CD and Funding Cost Center fields automatically populates after the OPTAR is selected.

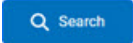
- 2. The Funding Cost Center automatically populates and is not editable.
 - D. Complete the Point of Contact panel.
 - 1. Enter the First Name. *This is a 50 alphanumeric character field.*
 - 2. Enter the EMAIL. *This is a 80 alphanumeric character field.*
 - 3. Enter the Phone Number. *This is a 25 numeric character field.*
 - 4. Enter the DSN. *This is a 25 numeric character field.*
2. Select  .  Successfully added requisition defaults appears and the new Requisition Default appears in the Search Results Grid on the **Requisition Default Search** page.





Update a Requisition Default

Navigation

Requisition > Requisition > Requisition Default > Search Criteria >  Search > Search Results >  (desired record) >  Edit > Edit Requisition Defaults page

Procedures

Update a Requisition Default

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select  **Edit**. The **Edit Requisition Defaults** page appears.

Tier and Requisition Type

Maint Activity

DMC MAINT ACTV

Requisition Type

Supplementary Details

Priority Code

01 - FAD I - UND A

Demand Code

N - Nonrecurring Demand

Advice Code

Purpose Code

Media & Status Code

2 - Excpst Sply Sts to RQNR by...

Distribution Code

Signal Code

D - No billing required (free is...

Accounting Details

OPTAR

Object Class Code

Fund Code

Job Order Number

Funding Cost Center

Task Number

Point of Contact

Organization POC

Supply POC

First Name

First Name

Last Name

Last Name

Organization Name

Supply Name

Email

Email

Phone Number

Phone Number

DSN

DSN

Cancel

Save

- A. Verify the Tier and Requisition Type panel.
 - a. Verify the MAINT ACTIVITY.
 - b. Update the Requisition Type, using  to select the desired Requisition Type.

Note



The fields in the Supplementary Details, Accounting Details, and Point of Contact panels appear depending on the Maintenance Activity and Requisition





Help Reference Guide

Type selected. Some fields may populate default information automatically after selection.

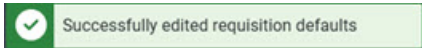
- B. *Verify the Supplementary Details panel.*
- C. *Verify the Accounting Details panel.*

Note



The FUND CD and Funding Cost Center fields automatically populates after the OPTAR is selected.

- D. *Verify the Point of Contact panel.*
 - a. *Verify the First Name.*
 - b. *Verify the Last Name.*
 - c. *Verify the EMAIL.*
 - d. *Verify the Phone Number.*

2. Select  .  appears and the revised Requisition Default appears in the Search Results Grid on the **Requisition Default Search** page.



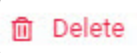


Delete a Requisition Default

Overview

The Requisition Default Delete process allows removal of a default Requisition.

Navigation

Requisition > Requisition > Requisition Default > Search Criteria >  > Search
Results >  (desired record) >  > Delete Requisition Default pop-up window

Procedures

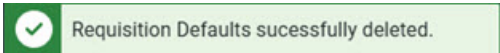
Delete a Requisition Default

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Click  to select the desired entry. The **MAINT ACTIVITY** is highlighted, and  and  become available.
2. Select . The **Delete Requisition Default** pop-up window appears.

 Delete selected Requisition Defaults?

3. Select .  appears and the selected Requis-





Help Reference Guide

*ition Default is removed from the Search Results Grid on the **Requisition Default Search** page.*

