


Type 2: One Vendor, Multiple SpeedCharts per Line Item

Use this procedure when you need to enter one PeopleSoft requisition and split the charges of one line to multiple SpeedCharts.

What you do	What happens
1. Follow the steps for Type 1 requisitions.	A requisition is entered.

2. Click on the **Schedule** icon  for the line item you wish to split the charges for. This icon is located on the far right – on the same line as the line item.

Maintain Requisitions

Requisition

Business Unit: AKRON Status: Approved
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

'Requester: TRAIN01 Instructor, Suzie
 'Requisition Date: 10/19/2006
 Origin: ONL Online Input
 'Currency Code: USD Dollar
 Accounting Date: 10/19/2006

Amount Summary
 Total Amount: 2,550.00 USD

Add Items From
[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	'UOM	Category	Price	Amount	Status
1		example 1	2.0000	EA	COMPW	400.00000	800.00	Approved
2		examp	5.0000	EA	COMPS	350.00000	1,750.00	Approved

The Schedule page displays.

Maintain Requisitions

Schedule

Business Unit: AKRON Requisition Date: 10/19/2006
 Requisition ID: NEXT Status: Approved

[Return to Main Page](#)

Line	Item	Quantity	Amount
1	example 1	2.0000	800.00 USD

Sched	'Ship To	Quantity	Price	Amount	Due Date	Status
1	RECEI	2.0000	400.00000	800.00	10/31/2006	Active

[Add Ship To Comments](#)

Save Refresh Add Update/Display

What you do	What happens
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3. Click on the **Distribution**  icon located next to the status.

Maintain Requisitions

Schedule

Business Unit: AKRON Requisition Date: 10/19/2006
 Requisition ID: 0000037410 Status: Approved

[Return to Main Page](#)

Line	Item:	Quantity:	Amount:	Status
1	example 1	2.0000 Each	800.00 USD	Active

Sched	Ship To	Quantity	Price	Amount	Due Date	Status
1	RECEIV	2.0000	400.00000	800.00	10/31/2006	Active

[Add Ship To Comments](#)

The **Distribution** page displays.

Maintain Requisitions

Distribution

Requisition ID: 0000037410 Item: example 1

Line: 1 Status: Active

Schedule:

Ship To: RECEIVING CntrlRecv Quantity: 2.0000 EA
 Distribute by: Quantity Open Quantity: 2.0000
 Amount: 800.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Entry Event	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Proj
1	Open	100.0000	2.0000	800.00	AKRON		5801	10000	A4756002	6000	OPER			

Note: Verify that the correct line item was selected by looking at the top of the Distribution Information page.

The default distribution method is by Quantity (Qty) however, you may change the **Distribute by** value to Amount (Amt) if needed.

What you do	What happens
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- Click on the **Multi-SpeedCharts** link.

The Multi-Speed Charts page displays.

Multiple SpeedCharts

Requisition ID: 0000037410 **Item:** [example 1](#)
Line: 1 **Status:** Active
Distribute by: Quantity **Req Qty:** 2.0000
Schedule: 1
Remaining Quantity:

SpeedCharts Process Option
 Append Overwrite

SpeedChart Selections		Customize Find View All	First 1 of 1 Last
'SpeedChart	Quantity to Distribute		
1	<input style="width: 80%;" type="text"/>		

OK
Cancel
Refresh

- At the end of the first line, click on the **Add** button to add another distribution line. Only add one distribution line a time.
- Enter each **SpeedChart** and the **Quantity** (or **Amount**) you wish to charge to each SpeedChart.
- Enter the **Quantity** or **Amount to Distribute**.
- Click on the **OK** button when complete.

The Multiple SpeedCharts screen will display as below.

Multiple SpeedCharts
Requisition ID: 0000037410 **Item:** [example 1](#)
Line: 1 **Status:** Active
Distribute by: Quantity **Req Qty:** 2.0000
Schedule: 1
Remaining Quantity:

SpeedCharts Process Option
 Append Overwrite

SpeedChart Selections		Customize Find View All	First 1 of 2 Last
'SpeedChart	Amount to Distribute		
1	<input style="width: 80%;" type="text" value="200704"/>		1.0000
2	<input style="width: 80%;" type="text" value="200100"/>		1.0000

OK
Cancel
Refresh

What you do	What happens
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9. The Distribution page returns with the multiple SpeedCharts and the appropriate Quantities, Amounts, Percentages, and Chartfields.

Maintain Requisitions

Distribution

Requisition ID: 0000037410 Item: [example 1](#)

Line: 1 Status: Active

Schedule: 1

Ship To: RECEIVING CntrlRecv Quantity: 2.0000 EA

Distribute by: Quantity Open Quantity: 2.0000

Amount: 800.00 USD

SpeedChart: [Multi-SpeedCharts](#)

Distrib	Status	Percent	Quantity	Amount	GL Unit	Entry Event	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Proj
1	Open	50.0000	1.0000	400.00	AKRON			10000	A4756002	6000	OPER			
2	Open	50.0000	1.0000	400.00	AKRON			10000	A4701001	6000	OPER			

OK Cancel Refresh

10. Click on the **OK** button.

The Schedule page displays again.

Maintain Requisitions

Schedule

Business Unit: AKRON Requisition Date: 10/19/2006

Requisition ID: 0000037410 Status: Approved

[Return to Main Page](#)

Line	Item	Quantity	Price	Amount	Use Date	Status
1	example 1	2.0000	400.00000	800.00	10/31/2006	Active

Save Refresh Add Update Display

11. To return to the Requisition page, click on the **Return to Main Page** link.

The Requisition page displays again.

Maintain Requisitions

Requisition

Business Unit: AKRON Status: Approved

Requisition ID: 0000037410 Budget Status: Not Child

Hold From Further Processing

Requester: TRAN01 Instructor, Suzie [Requisition Defaults](#)

Requisition Date: 10/19/2006 [Edit Comments](#)

Origin: ONL Online Input [Requisition Activities](#)

Currency Code: USD Dollar [Amount Summary](#)

Accounting Date: 10/19/2006 Total Amount: 2,550.00 USD

[Add Items From](#) [Purchase Order](#) [Catalog](#) [Request for Items](#)

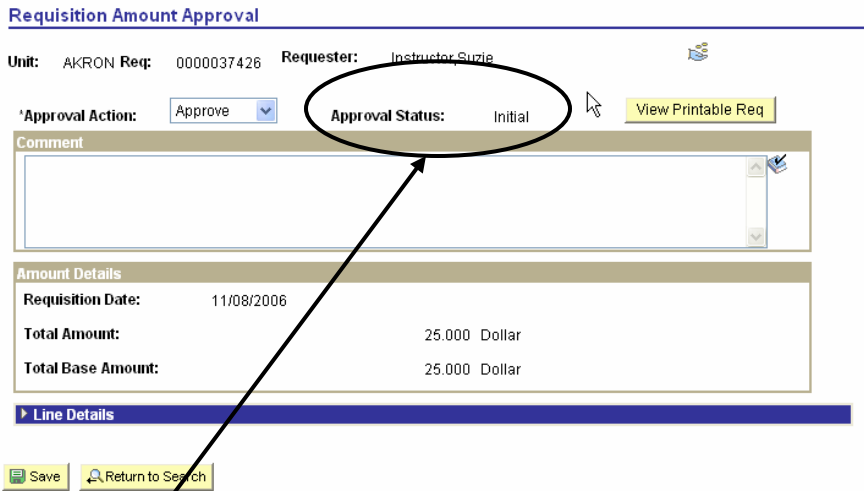
Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1	example 1		2.0000	EA	COMPW	400.00000	800.00	Approved
2	examp		5.0000	EA	COMPS	350.00000	1,750.00	Approved

View Printable Version Go to: Save Refresh Add Update Display

What you do	What happens
<p>12. Click on the Save button to save the newly added distributions.</p> <p>Note: To print the requisition from this page, see Chapter 4, Method 1 for details.</p>	
<p>--- Initiating the Workflow Process--- (must be done on every requisition)</p>	
<p>13. Using the main menu choose: Purchasing, Requisitions, Approve Amounts</p> <p>Note: If you collapsed the main menu, you will have to use the Expand Menu button to open the main menu again.</p>	

What you do	What happens
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14. The Approval page displays.



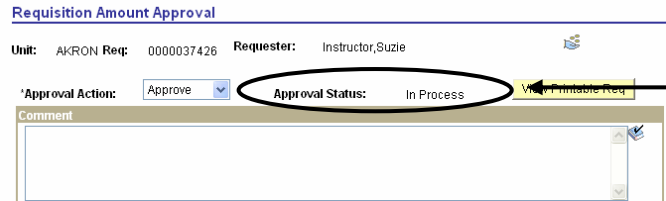
The **Approval Status** field will be Initial.

15. Click on the **Save** Button.

The Approval Status of your requisition will change to **“In Process”** if you are not an approver.

The status will change to **“Complete”** if you are an approver or if your requisition is under \$500 and you have the limited authority classification.

The Approval Status field updates.



16. The Requisition is now ready for Approval or for Budget Checking (for Requesters/Approvers).