REQUISITION PROCESSING (REL)

RQS4
Requistion
Header

CLEAR & ENTER
Requisition # = next
FY
Title Line 1
DOC Type = REL
Purch Agcy
Requi Agcy
Ship to Agcy / Sub
Bill to Agcy / Sub
Delivery ARO

→

RLI2
Requisition
Commodity Lines

CLEAR & ENTER
Requisition # (from RQS4)
Line Number
Commodity Number
Quantity From
Unit of Measure
Contract #
Cont Line #
Vendor # , if prime vendor = Y
If Freight
% CAT Price = freight charge amount

→

RMOD

GET
Requisition Number
Requisition Line
ENTER

CHANGE
Type
Commodity Description.

↓

RACG
Requisition
Accounting

CLEAR & ENTER
Requisition #
Account Dist #
Action Code = C
Amount **OR**
From / To
ORG
Object

→

RACG

CHANGE
Status Code = 1

→

RQS4

Pre-Encumber after Approvals
CHANGE Status Code = 145
When status code = 149,
CHANGE Status Code = 150

Pre-Encumber before Approvals
CHANGE Status Code = 135
CHANGE Status Code = 145
When status code = 149,
CHANGE Status Code = 150

Revised June 25, 1996