

To Make a Change in the Requisition Defaults Screen

If you need to change something in the Requisition Defaults screen, after you make the change and Click , a “Retrofit Field Changes...” screen will appear.

First, call up the Requisition: Main Menu > Purchasing > Requisitions > Add/Update Requisitions > Find An Existing Value > Search by the Requisition ID > Choose Requisition Defaults on the screen

Make your changes – for example, change the Ship To code:

Requisition Defaults

Business Unit URIPS Requisition Date 12/31/2018
Requisition ID 0000145713 Status Pending

Default Options ?

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy, only non-blank values are assigned.

Line

Buyer Unit of Measure
Supplier 0000004043 May Foodservice Equip and Design Corp Supplier Location MAIN
Category 654A [Supplier Lookup](#)

Schedule

Ship To Dining Services Warehouse *Distribute By Amount
Due Date 06/30/2019 Ship Via BEST WAY
Attention To Freight Terms FOB DEST
One Time Address

Distribution

SpeedChart

Distributions

Details Asset Information

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	A
1		URIPS								

Original Ship To code

Type in the New Ship To code:

Ship To: Central Receiving

Then Click

The "Retrofit Field Changes..." screen will appear.

For example, if you change the Ship To from Dining Services to Central Receiving, this message on the following page will pop up:

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit: URIPS **Requisition Date:** 10/31/2017
Requisition ID: 0000121303 **Status:** Open

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Retrofit Field Selection				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>		Ship To	4055_001_S	
<input type="checkbox"/>	1	GL Unit	URIPS	<input type="checkbox"/>



You have to choose which Field(s) to apply this change to by checking the box or boxes and then Click on to return to the main Requisitions screen :

Retrofit field changes to "all" existing requisition lines/schedules/distributions.....

Business Unit URIPS **Requisition Date** 12/31/2018
Requisition ID 0000145713 **Status** Pending

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the requisition.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the requisition.

[Mark All](#) [Unmark All](#)

Retrofit Field Selection				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input checked="" type="checkbox"/>		Ship To	4058_001_S	
<input checked="" type="checkbox"/>		GL Unit	URIPS	<input type="checkbox"/>

On the Main Requisition screen, click  Save to save your changes:

Maintain Requisitions

Requisition

Business URIPS Requires State Approval: [Resubmit](#) Status Pending ✘
Unit Requisition ID 0000145713
Requisition ID 0000145713 Budget Status Not Chk'd
Requisition Name Return: Hold From Further Processing

Header ?

*Requester Bellotti, Kristen
*Requisition Date [Requester Info](#)
Origin College Requisition
*Currency Code Dollar
Accounting Date [Requisition Defaults](#) [Edit Comments](#)
[Requisition Activities](#) [Document Status](#)

Amount Summary ?

Total Amount 3,500.00 USD

Add Items From ? **Select Lines To Display** ?

Purchasing Kit Catalog
Item Search Requester Items

[Search for Lines](#)
Line To [Retrieve](#)

Line ? Personalize | Find | View All | First 1 of 1 Last

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	Convection Steamer	<input type="text" value="1.0000"/>	<input type="text" value="EA"/>	<input type="text" value="654A"/>	<input type="text" value="3,500.000000"/>	<input type="text" value="3,500.00"/>	Approved			

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Save Return to Search Notify Refresh Add