

## BUYER REQUIRED ON REQUISITIONS

### Scenario 1

If you create requisition lines then try to save the requisition without first selecting the **Header Defaults** hyperlink and entering the Buyer name you will get the error message in Screen 1.

**Note:** Instructions on “How to Enter a Requisition” can be found on the College’s website under CNA Employees>PeopleSoft Information>Finance>Requisitioning

### Screen 1

The screenshot displays a web browser window titled "Maintain Requisitions - Microsoft Internet Explorer". The address bar shows the URL: [http://dev-app2.cna.nl.ca:16110/jsp/fm/fmfn/EMPLOYEE/ERP/c/REQUISITION\\_ITEMS.REQUISITIONS.GBL](http://dev-app2.cna.nl.ca:16110/jsp/fm/fmfn/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL). The page header includes "COLLEGE OF THE NORTH ATLANTIC" and navigation links like "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out".

The main content area shows a requisition form with the following details:

- Unit: CNA/NL Req ID: NEXT
- \*Req Date: 04/10/2006 Origin: S01
- \*Requester: VP1
- Status: Open Budget Status: Not Chkd Accounting Date: 04/10/2006 \*Currency: CAD Dollar

A table with the following columns: Set, Line, Item ID, Description, Req Qty, \*UOM, Category, Price, Ship To, Status. The table contains one row:

Set	Line	Item ID	Description	Req Qty	*UOM	Category	Price	Ship To	Status
✓	1	000000000000000959	FILE FOLDER, LEGAL HANGING, 25	1.0000	BOX	OFSUP	10.29000	HEADQU	Active

Below the table, it shows "Total Amt: 10.29 CAD Total Base Amt: 10.29 CAD".

An error message dialog box is overlaid on the screen, stating: "Buyer field is required! Please go to Header Defaults. The PeopleCode program executed an Error statement, which has produced this message." The dialog box has an "OK" button.

If you encounter this message click OK.

Then click the **Header Defaults** hyperlink.

Screen 2 will appear.



**Note 1:** Category should be completed here only if you know that every line on your requisition will have the same Category (for example, OFSUP for Office Supplies). If the Category will be different for some lines then this field should be completed for each line rather than in the Header Defaults. The account code (5820) will default from the category (OFSUP) when you enter your requisition line.

**Note 2:** UOM should be completed here only if you know that every line on your requisition will have the same Unit of Measure (for example, EA for Each). If the UOM will be different for some lines then this field should be completed for each line rather than in the Header Defaults.

### Screen 3

Maintain Requisitions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://dev-app2.cna.nl.ca:16110/jsp/frr/fn/EMPLOYEE/ERP/c/REQUISITION\_ITEMS.REQUISITIONS.GBL

COLLEGE OF THE NORTH ATLANTIC

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Header Defaults

Unit: CNANL Req ID: NEXT

Default Options

Default  Override

Item Defaults

Vendor: 000000808 Location: DEFAULT CORPORATE EXPRESS  
[Vendor Lookup](#)

Buyer: james.keating James Keating

Ship To: HEADQUART Headquarters

Due Date: 04/21/2006 Category: OFSUP UOM:

Distribute by: SpeedChart:

Distributions

Dist	Percent	GL Unit	DeptID	Class	Program	Account	Fund Code	Budget Date	Location	IN Unit
1		CNANL	80	10	12100		10	04/10/2006	HEADQUART	

One Time Address

OK Cancel Refresh

Click **OK**

Screen 4 will appear.

## Screen 4

**Maintain Requisitions - Microsoft Internet Explorer**

Address: [http://dev-app2.cna.nl.ca:16110/psp/fm/fm/EMPLOYEE/ERP/c/REQUISITION\\_ITEMS.REQUISITIONS.GBL](http://dev-app2.cna.nl.ca:16110/psp/fm/fm/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL)

**COLLEGE OF THE NORTH ATLANTIC**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

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

Unit: CNANL Req ID: NEXT

For the distribution specific defaults, Select 'Apply' to apply changes to the Distrib Line value. For 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](#)

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>		Vendor	0000000808	
<input type="checkbox"/>		Location	DEFAULT	
<input type="checkbox"/>		Buyer	james.keating	
<input type="checkbox"/>		Ship To	HEADQUARTER	
<input type="checkbox"/>		Due Date	2006-04-21	
<input type="checkbox"/>		Category ID	00010	
<input checked="" type="checkbox"/>	1	DeptID	80	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Class	10	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Program	12100	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund Code	10	<input type="checkbox"/>

OK Cancel Refresh

Click **Mark All** hyperlink. All boxes under "Apply" column will be checked. (See Screen 5.)

## Screen 5

**COLLEGE OF THE NORTH ATLANTIC**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

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

Unit: CNANL Req ID: NEXT

For the distribution specific defaults,  
Select 'Apply' to apply changes to the Distrib Line value. For 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 Distributions' to apply changes to all distribution lines on the requisition.

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

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input checked="" type="checkbox"/>		Vendor	0000000808	
<input checked="" type="checkbox"/>		Location	DEFAULT	
<input checked="" type="checkbox"/>		Buyer	james.keating	
<input checked="" type="checkbox"/>		Ship To	HEADQUARTER	
<input checked="" type="checkbox"/>		Due Date	2006-04-21	
<input checked="" type="checkbox"/>		Category ID	00010	
<input checked="" type="checkbox"/>	1	DeptID	80	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Class	10	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Program	12100	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	Fund Code	10	<input type="checkbox"/>

Click **OK**

Click **Save**

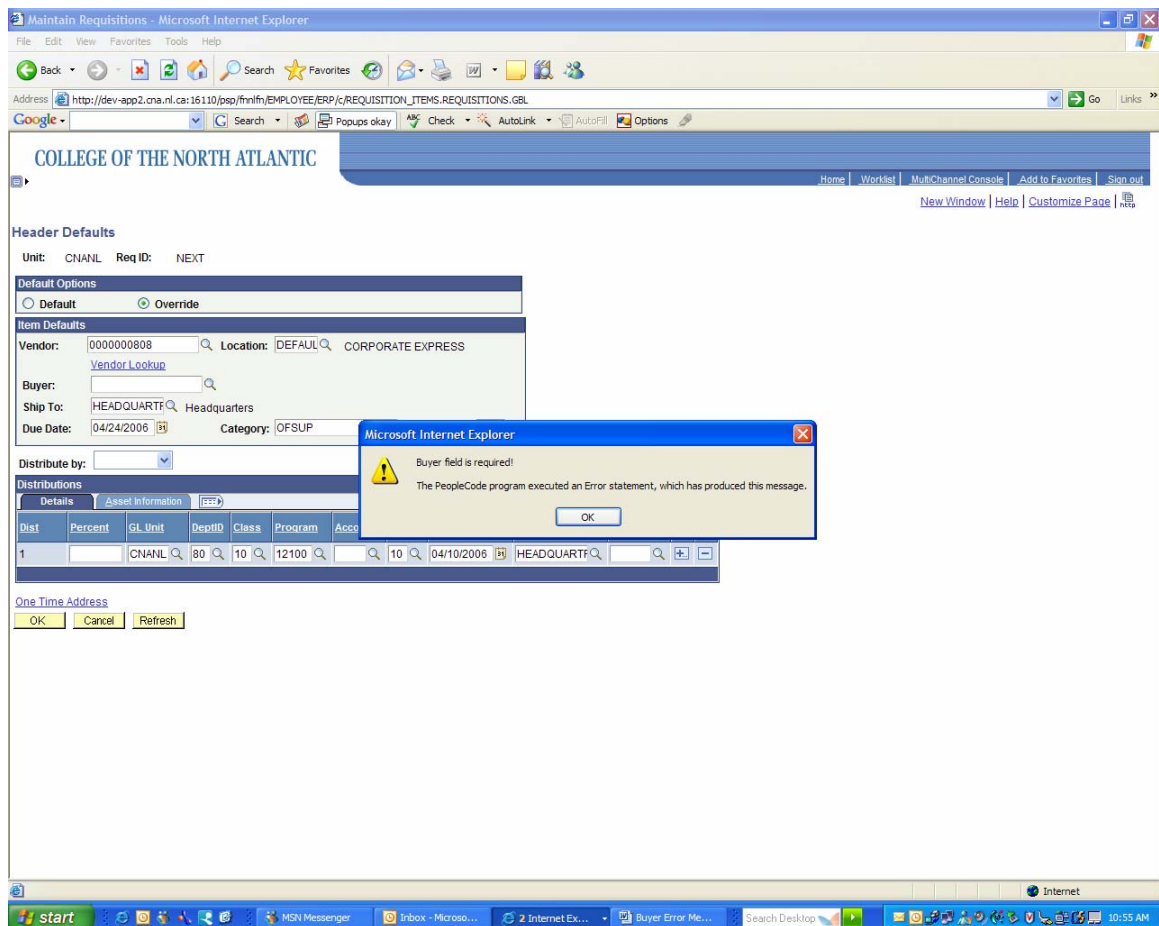
Your requisition should now save without any further error messages.

## Scenario 2

If you enter a requisition by completing the Header Defaults before you enter any lines you must enter a Buyer's name in the "Buyer" field. If you don't enter a Buyer, when you click OK you will get the error message in Screen 1.

**Note:** Instructions on "How to Enter a Requisition" can be found on the College's website under CNA Employees>PeopleSoft Information>Finance>Requisitioning

## Screen 1



If you encounter this message click OK.

You **must** enter a Buyer here.

Click the magnifying glass to the right of the "Buyer" field to see a list of Buyers.

Select the appropriate Buyer.

Screen 2 is an example of completed Header Defaults.

## Screen 2

Maintain Requisitions - Microsoft Internet Explorer

Address: http://dev-app2.cna.nl.ca:16110/psp/frr/frr/EMPLOYEE/ERP/c/REQUISITION\_ITEMS.REQUISITIONS.GBL

COLLEGE OF THE NORTH ATLANTIC

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
New Window | Help | Customize Page

**Header Defaults**

Unit: CNANL Req ID: NEXT

Default Options  
 Default  Override

**Item Defaults**

Vendor: 000000808 Location: DEFAULT CORPORATE EXPRESS  
[Vendor Lookup](#)

Buyer: james.keating James Keating

Ship To: HEADQUARTS Headquarters

Due Date: 04/24/2006 Category: OFSUP UOM:

Distribute by: SpeedChart:

**Distributions**

Dist	Percent	GL Unit	DeptID	Class	Program	Account	Fund Code	Budget Date	Location	IN Unit
1	80	CNANL	10	10	12100	10	10	04/10/2006	HEADQUARTS	

One Time Address  
OK Cancel Refresh

Click **OK**

Screen 3 will appear and you can enter your requisition lines following the instructions in “How to Enter a Requisition”.

# Screen 3

Maintain Requisitions - Microsoft Internet Explorer

Address: http://dev-app2.cna.nl.ca:16110/psp/fm/fm/EMPLOYEE/ERP/C/REQUISITION\_ITEMS.REQUISITIONS.GBL

COLLEGE OF THE NORTH ATLANTIC

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Form | Schedule

Unit: CNANL Req ID: NEXT \*Req Date: 04/10/2006 Origin: ISO1

\*Requester: VP1  Hold From Further Processing

Status: Open Budget Status: Not Chkd Accounting Date: 04/10/2006 \*Currency: CAD Dollar

Line	Item ID	Description	Req Qty	UOM	Category	Price	Ship To	Status
1			0.0000			0.00000	HEADQU	Active

Total Amt: 0.00 CAD Total Base Amt: 0.00 CAD

\*Go to: Header Defaults Header Comments Item Search Item Detail Line Defaults Line Details

Copy From Catalog Line Comments Sourcing Controls ...More...

Save Notify Refresh Add Update/Display

Form | Schedule

start MSN Messenger Microsoft O... Internet Ex... Buyer Error Me... Search Desktop 11:22 AM