

There are several enhancements in the **Define Requisition** step that enable a user more options at the beginning of creating a requisition. Modifying the defaults on the Define Requisition page is a time saving step, especially for requisitions with several lines that have the same requirements. Requesters can still make modifications to individual lines from the **Review and Submit** page.

Navigation: eProcurement > Create Requisition

Line Defaults

The **Define Requisition** step on the **Create Requisition** page has been expanded for easy review/modification of default values as needed. Users will click the tabs or use the to view all the accounting fields to populate the required chartfields.

The screenshot shows the 'Create Requisition' page with the 'Line Defaults' section expanded. The 'Default Options' group box is highlighted, showing two radio buttons: 'Default' and 'Override'. The 'Override' option is selected. Below this are fields for Vendor, Vendor Location, Buyer, Category, and Unit of Measure. The 'Shipping Defaults' section includes 'Ship To' (0640000230) and 'Due Date'. The 'Accounting Defaults' section is also visible, showing a table with columns for Pct, Location, GL Unit, and Account.

Default Options - Override

The **Default Options** group box has been added to the **Line Defaults** group box. **Override** ensures that when a requester modifies a predefined value, such as **Ship To**, the new value moves forward to the requisition lines overriding the defaulted values. The **Override** option defaults as selected and should not be changed.

Creating Requisitions for Catalog Items

Requesters entering requisitions for State Catalog items should never enter default values for:

- **Vendor**
- **Category**
- **Unit of Measure**

Core-CT automatically populates the correct values for each catalog item selected. Manual entry prevents these values from populating.

The screenshot shows the 'Line Defaults' form. The 'Default Options' section is highlighted with a red circle. It contains two radio buttons: 'Default' (unselected) and 'Override' (selected). Below this are fields for Vendor, Vendor Location, Buyer, Category, and Unit of Measure. The 'Shipping Defaults' section includes 'Ship To' (0640000230) and 'Due Date'. The 'Accounting Defaults' section features a table with columns for Pct, Location, GL Unit, and Account. The table currently has one row with Pct blank, Location 'ACORE', and GL Unit 'STATE'. Navigation buttons '+.' and '-.' are visible at the end of the table row.

Splitting Distributions

With the Default Options set to **Override**, the **Pct (percentage)** field and **+.** **-.** buttons display in the default view of **Accounting Defaults**. This allows requesters to have multiple distributions at the start of the requisition. The split distributions are applied to all lines added to the requisition.

This screenshot shows the 'Line Defaults' form with the 'Accounting Defaults' section expanded. The 'Pct' column now contains two rows: 75.0000 and 25.0000. The 'Location' column contains 'ACORE' and 'AC'. The 'GL Unit' column contains 'STATE' and 'STATE'. The 'Account' column is empty. The '+.' and '-.' buttons are visible at the end of each row. A red circle highlights the 'Pct' field in the first row, and another red circle highlights the '+.' and '-.' buttons in the second row. A 'Continue' button is visible at the bottom left of the form.

Click the **+.** to add distribution lines; populate the **Pct** fields with values that total 100%. Enter the Chartfield values and click the **Continue** button to process the rest of the requisition.