

How to enter Multiple Lines when ordering multiple pieces of equipment

Requisition Entry

1. Beginning in the requisition entry, enter the actual quantity that will be received. Ensure there is a "Y" for Fixed Asset

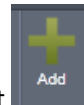
Requisition Entry - Munis [TRAIN DATABASE Nov 3 2016] > Line Detail


Requisition
Fiscal year: 2016 Number: 16007556 Line: 1

Detail
Quantity: 3.00 Unit price: 995.00000
Description: DELL OPTIPLEX 9020 UOM: EACH
GROSS: 2,985.00
Freight: .00
Discount: .00 %
Credit: .00
TOTAL: 2,985.00
Amount justification: UNKNOWN

Miscellaneous
Vendor: 1293 ... DELL MARKETING LP
Vendor item no.:
1099 Box:
Dept/Loc: 404 ... AUDITOR
Required by: 15
Requested by:
Employee: 0 ...
Fixed Asset: Y

Seq	Org	Obj	Project	Description	Amount	GL Bud
01	40140400	540235		Auditor OFFICE EQUIPMENT	2,985.00	



2. If there are multiple different items being purchased on the same invoice, select  in the ribbon to add an additional line.

Requisition Entry - Munis [TRAIN DATABASE Nov 3 2016] > Line Detail

Requisition
Fiscal year: 2016 Number: 16007556 Line: 2

Detail
Quantity: 3.00 Unit price: 775.00000
Description: DESKTOP SCANNER UOM: EACH
GROSS: 2,325.00
Freight: .00
Discount: .00 %
Credit: .00
TOTAL: 2,325.00
Amount justification: UNKNOWN

Miscellaneous
Vendor: 1293 ... DELL MARKETING LP
Vendor item no.:
1099 Box:
Dept/Loc: 404 ... AUDITOR
Required by: 15
Requested by:
Employee: 0 ...
Fixed Asset: Y

Seq	Org	Obj	Project	Description	Amount	GL Bud
01	40140400	540235		Auditor OFFICE EQUIPMENT	2,325.00	

- Select return to go back to the main requisition screen and you will see there are multiple lines to the requisition

Line	Description	Vendor	Qty	Unit Price	UOM	Freight	Disc %	Credit	Line Total	Justification
1	DELL OPTIPLEX 9020	(1293) DELL MARKETING LP	3.00	995.00000	EACH	0.00	0.00	0.00	2985.00	Not Needed
2	DESKTOP SCANNER	(1293) DELL MARKETING LP	3.00	775.00000	EACH	0.00	0.00	0.00	2325.00	Not Needed

- Once converted, the PO will show the breakdown of equipment items:

Line	Description	Qty	Unit Price	UOM	Amount	Extended Price
DESKTOP COMPUTERS						
1	DELL OPTIPLEX 9020 40140400 - 540235	3.0		EACH	\$995.000	\$2,985.00
2	DESKTOP SCANNER 40140400 - 540235	3.0		EACH	\$775.000	\$2,325.00
***** GL SUMMARY *****						
40140400 - 540235						5,310.00

Invoice Entry

- Ensure you select liquidate by line under the Liq Method if you only received part of your equipment order.

Vendor: Department: Separate check
 CHECK RUN: Work Order: Include documentation
 WO Task: PA applied
 Invoice date: Allocation:
 Received date: Requisition:
 Date: Liq Method:

- Enter the purchase/liquidation information for each line

Invoice Entry - Munis [TRAIN DATABASE Nov 3 2016] > Invoice Entry - Munis [TRAIN DATABASE Nov 3 2016] > Liquidation by Line

Vendor: DELL MARKETING LP Close PO when fully liquidating
 Document: Net invoice amount:
 Invoice:

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
20167024	2016	1	DELL OPTIPLEX 9020	3.00	2,985.00	0.00	0.00	0.00
20167024	2016	2	DESKTOP SCANNER	3.00	2,325.00	0.00	0.00	0.00

Total liq amount: Total inv amount:

- Complete the invoice entry process as normal.