

Creating the Travel Requisition:

1. Pull up the Travel Requisition template R66666LX052000000 on screen 019

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                                TPS PURCHASE ORDER HDR INQUIRY                                019 / TSP0019E
                                                                                          05/09/06 15:43:33

PURCHASE ORDER: R66666LX052000000

REQUISITION NBR :                               SITE/DEPT:
VENDOR NBR/NAME: 9999999PRO / TRAVEL             INTENDED
                                                    USE:

P.O. STATUS: Y          TERMS CODE: AA          ORDER DATE: 04/12/06
BUYER CODE : TV        OPEN INVOICES:         COMPLETE DATE: 00/00/00
ENTRY CLERK:          NEXT SUPP NBR: 1        STD. INSTRUCT:
CURRENT BUYER:                               CLOSE REASON CODE:
DELIVERY CODE/LOCATION: 00052
ACCOUNTING ESC/ROOM 500                       LINE AMT:                $.05
TULSA PUBLIC SCHOOLS
TULSA                OK 74114                 GROSS AMOUNT:           .05
                                                    - AMOUNT PAID:          .00
SPECIAL PAY ADDRESS:                          - PENDING AMT:          .00
                                                    =====
AVAIL. BALANCE:                                $ .05

Next transaction  019   Security                Status: COMPLETE      SC / PROD
    
```

2. Copy the template into a new requisition using your new requisition number

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                                PO Definition and Copy                                012 / POR4012

Old Vendor..... 9999999PRO
Old Purchase Order R66666LX052000000

New Vendor.....
New Purchase Order r123451x052000000

Copy Options
Include/exclude lines      (I,X)   Low/high line..... /
Status change.....        (H,P,Y,X) Account eff date..
Account distribution?      Comments?.....
Latest supplement?...     Project?.....
Display all lines?

New Purchase Order Changes
Order date.....           Promise date
Required date.....        Gross amount
Shipping method.....       Del location
Terms code.....           Buyer code..
Class.....                FOB code....   PO xmit method

Next transaction  012   Security                Status:                SC / PROD
    
```

3. Go to screen 010 (F2) and list it (action = L). Make the appropriate changes:

Order date (current date) Gross Amount
 Delivery Loc (your site) RQST (your requestor code)
 Required date (travel date) Prom Date (travel date)

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                                Purchase Order Header                                010 / POR4010U

Action..... N   Status: I / In progress                               Short name: TRAVEL
Vendor..... 9999999PRO
Purchase Order R12345LX052000000
PCK..... 611
ACK.....
Description...
Gross amount....          $.05          Order dt 04/12/06 Terms AA
PO type..... N          Class... R          Buyer... TV          ERS? N
Required date... 07/12/06 Prom dt 07/12/06 Std inst          Ret? N
Ship via..... BST          Ship pt          PO xmit method
Delivery loc.... 00052          FOB..... FR          Carrier
Requisition....          Rqstr... ACCT1          Proj?
Source number...          Entity..
CONTRACT.....          EXP DATE          STD OVRD
Quote nbr/nm /dt          /          /
Confirm name /dt          /
Currency code... USD Exch rate type          Forw exch rate..          .0000000
Ord vndr ctact..

Next transaction 010 Security          Status: COMPLETE          SC / PROD
  
```

4. Go to screen 011 (F2) and list (action = L). Make the appropriate changes:

- Line 1 description - Add the name of the traveler (note only 1 traveler per RQ)
- Line 10 – Change the ACK, Line Amount, and Description (add the assigned PO#)
- Line 20 – Change the ACK, Line Amount, and Description (# and \$)
- Line 30 – Change the ACK and Line Amount
- Line 40 – Change the ACK, Line Amount, and Description (#)
- Line 50 – Change the ACK and Line Amount

TPS - PURCHASE ORDER LINE

011 / POR4011U

Action..... C
 Vendor..... 9999999PRO
 Purchase Order R12345LX052000000
 ACK.....
 Material.....
 Stockroom.....
 Line nbr... 1 Line cd 081 UOM.... UOM type Bypass ACK?
 Quantity... .0000 U/P.... \$.00000 Proj?
 Line amount \$.00 Prc var .000 Entity.. ERS? N
 Required dt Prom dt Carrier... Comm grp
 Requisition Req line.. Rqstr ACCT1
 Description NAME OF TRAVELER:[JOHN D. TEACHER](#)
 Source nbr Freight factor... .000
 Part nbr... Ship via.. Del loc
 Disc factor .000 .000 .000 .000 Tax spec
 Comb disc.. .000 Duty status.. Duty factor... .000
 Insp type.. Insp?.. Hold invc ind DTS track?.... Cancel reason
 Mfgr/part # /
 Next transaction 011 Security Status: COMPLETE SC / PROD

TPS - PURCHASE ORDER LINE

011 / POR4011U

Action..... C
 Vendor..... 9999999PRO
 Purchase Order R12345LX052000000
 ACK..... [61100005025115820000000000008052](#)
 Material.....
 Stockroom.....
 Line nbr... 10 Line cd 001 UOM.... UOM type Bypass ACK?
 Quantity... .0000 U/P.... \$.00000 Proj?
 Line amount [\\$.01](#) Prc var .000 Entity.. PROD ERS? N
 Required dt 07/12/06 Prom dt 07/12/06 Carrier... Comm grp
 Requisition Req line.. Rqstr ACCT1
 Description AIRLINE TICKET-PO#:[P98765LWP](#)
 Source nbr Freight factor... .000
 Part nbr... Ship via.. BST Del loc 00052
 Disc factor .000 .000 .000 .000 Tax spec
 Comb disc.. .000 Duty status.. Duty factor... .000
 Insp type.. Insp?.. N Hold invc ind N DTS track?.... N Cancel reason
 Mfgr/part # /
 Next transaction 011 Security Status: COMPLETE SC / PROD

6. Go to screen 013 (F2) and initiate approval/ routing (Status = Y)

Purchase Order Status Change		013 / POR4013	
Status.....	Y		
Purchase Order...	R12345LX052000000		
Vendor.....	9999999PRO		
Eff date.....			
Override bal chk?			
PO xmit method...			
Close reason code			
Approval Routing Information			
Create a new list?.....			
Override reviewer list ID..			
Confirm reviewer list?.....			
Priority?.....			
Confirmation upon approval?			
W: ROUTING INITIATED			
Next transaction	013	Security	Status: WARNING SC / PROD