

Before you begin.....

Attached are the instructions for manually entering the requisition numbers on the spreadsheet.

The instructions on the following two pages may be given to your staff. You may customize steps 2 and 3 for your district (how to name the file, where to save the file and who to email the file to).

The date entered in the **Posting** Date field in AUTOPOST will be the requisition date.

Using Excel to Load Requisitions (Manually Assigning Requisition Numbers)

If you are going to manually assign requisition numbers, the fields in the Excel template must be filled in as follows:

RECORD_TYPE: Enter RQ. Must be uppercase.

RQ_RECORD_TYPE: ****OPTIONAL**** Enter a **G** only if you are entering information in the **DELIVERY_* FIELDS**. The next line must have a **RQ_RECORD_TYPE** of **D** and contain only the detail lines (see example below).

TI: Enter 05. Make sure the leading zero appears.

FUND: Enter in the fund code. Make sure the leading zeroes appear.

FUNC: Enter in the function code. It must be 4 characters in length.

OBJ: Enter in the object code. It must be 3 characters in length.

SCC: Fill in if applicable. If data is entered, it must be 4 characters in length.

SUBJECT: Fill in if applicable. If data is entered, it must be 6 characters in length.

OPU: Fill in if applicable. If data is entered, it must be 3 characters in length.

IL: Fill in if applicable. If data is entered, it must be 2 characters in length.

JOB: Fill in if applicable. If data is entered, it must be 3 characters in length.

QUANTITY: Enter in the item quantity. If you enter a quantity greater than 1, the total price will not appear in the spreadsheet, but will calculate once the spreadsheet is loaded.

UNIT_PRICE: Enter in the price of the item.

REQ_NUMBER: Enter in the requisition number.

DELIVERY_DATE: Optional delivery date. Must be entered as MM/DD/YYYY (slashes must be entered).

DELIVERY_NAME: The name of the delivery vendor.

DELIVERY_ATTENTION: The delivery attention line.

DELIVERY_STREET: The delivery street address.

DELIVERY_ADDRESS: The delivery address.

DELIVERY_CITY: The delivery city.

TERMS: The terms line.

ATTENTION: The attention line.

VENDOR: Enter the vendor number.

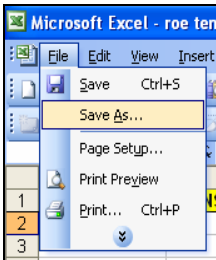
DESCRIPTION: Enter the item description.

REQ_DATE: The requested purchase order date. Must be entered as MM/DD/YYYY (slashes must be entered).

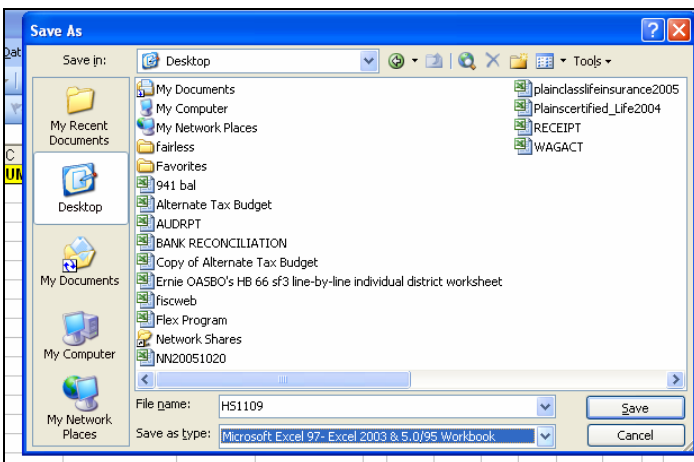
Example of using the General and Detail RQ_RECORD_TYPE:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	RECORD_TYPE	RQ_RECORD_TYPE	TI	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	QUANTITY	UNIT_PRICE	REQ_NUM	DELIVERY_NAME	DEL	DELV	ATTENTION	VENDOR	DESCRIPTION	REQ_DATE	
2	RQ	G												SMPL001	FOOD SERVICE			CAROLD				
3	RQ	D	05	006	3120	560	0000	0000000	000	00	000	1	350	SMPL001					010976	MAY/JUNE 2005	05/01/2005	
4	RQ	G												SMPL002	FOOD SERVICE			CAROLD				
5	RQ	D	05	006	3120	560	0000	0000000	000	00	000	1	200	SMPL002					000265	MAY/JUNE 2005	05/01/2005	
6	RQ	G												SMPL003	FOOD SERVICE			CAROLD				
7	RQ	D	05	006	3120	423	0000	0000000	000	00	000	1	250	SMPL003					000480	MAY/JUNE 2005	05/01/2005	
8	RQ	D	05	006	3120	570	0000	0000000	000	00	000	1	200	SMPL003					000480	MAY/JUNE 2005	05/01/2005	
9	RQ	G												SMPL004	FOOD SERVICE			CAROLD				
10	RQ	D	05	006	3120	561	0000	0000000	000	00	000	1	800	SMPL004					018116	MAY/JUNE 2005	05/01/2005	
11	RQ	G												SMPL005	FOOD SERVICE			CAROLD				
12	RQ	D	05	006	3120	560	0000	0000000	000	00	000	1	300	SMPL005					001270	MAY/JUNE 2005	05/01/2005	

1. Once you have entered all of the data in to the spreadsheet, you must do a **File, Save As:**



2. Name the file accordingly (HS11052005) and save as an Excel file (note where you are saving it to – Desktop, server, etc).



3. Send the file to the Treasurer’s office.