

How to Include the COVID-19 Program Code in a Requisition

1. Create requisition as you have in the past.

10:39:48 AM 4/9/2020

Shopping Cart for Dennis Layman 1 Item(s) for a total of **581.82 USD**

[Add Non-Catalog Item](#) [Save](#) [Proceed to Checkout](#) or [Assign Cart](#)

Cart Name: 2020-04-09 6001018041 01
 Description:
 Prepared for: Dennis Layman [Select a different user...](#)
 Next Fiscal Year:
 Purchasing Review Required:

Supplier / Line Item Details

Hide line details For selected line items [Add to Favorites](#) [Go](#)

Summus - Dell [more info...](#)
 ROWDY EXCHANGE-DELLEDX [edit](#)

Contract: no value
 PO Number: To Be Assigned

The item(s) in this group was retrieved from the supplier's website. What does this mean?
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 4/9/2020 10:38:36 AM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Latitude 3300:Dell Latitude 3300 BTX more info...	210-AREL	Each	581.82	1 Each	581.82 USD
Manufacturer Name: Dell <input type="checkbox"/> Taxable Manufacturer Part Number: 210-AREL <input type="checkbox"/> Commodity Code: 43211503 Supplier Part Auxiliary ID: 1000486516056\1 <input type="checkbox"/> Amount Only Notebook computers			Select price or contract... Internal Note: add note...		
Supplier subtotal					581.82 USD
Subtotal					581.82
Total					581.82 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

2. The speed chart will not automatically add the CV19 program code. Click the Edit button in the Accounting Codes section.

10:40:24 AM 4/9/2020

Accounting Codes

[Document Actions](#) [History](#) [?](#)

Codes Added Here Will Be Applied to All Lines

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity	Project2	Project3	edit
no value Required field	DZF002 PEOPLESOFT SUPP & SUST CTR OPS	UTSA1 UTSA	3105 DES Designated Tuition	BPC001 BUSINESS INFORMATION SERVICES	DZF002 BUS INFORMATION SERVICE OPS	700 Institutional Support	no value	no value	no value	no value	no value	

3. Click Select from All Values in the Program field.

10:41:48 AM 4/9/2020

Codes Added Here Will Be Applied to All Lines ? X

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity	Project2	Project3	add split
no value Select from all values... Required field	DZF002 Select from profile values... Select from all values...	UTSA1 Select from all values...	3105 Select from all values...	BPC001 Select from all values...	DZF002 Select from all values...	700 Select from all values...	<input type="text" value="Select from all values..."/>	no value	no value	no value	no value	

[recalculate / validate](#)

[Save](#) [Cancel](#)

4. Select CV19 from the drop down.

Codes Added Here Will Be Applied to All Lines

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity	Project2	Project3	add split
<i>no value</i> Select from all values... Required field	DZF002 Select from profile values... Select from all values...	UTSA1 Select from all values...	3105 Select from all values...	BPC001 Select from all values...	DZF002 Select from all values...	700 Select from all values...	<input type="text" value="Hide all values..."/> <input type="text" value="CV19 - COVID 19 Expense"/>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

recalculate / validate

Save Cancel

5. The program code will be CV19.

Rowdy Exchange

Documents > Search > Search Documents > Accounting Codes - 2944707 - Draft Requisition

< Return to shopping cart

You need to be aware of the following issue(s), but it will not prevent you from submitting your request.

- Empty field: Contract No. (Line 1)
- You do not have permission to access this field: Contract No. (Line 1)
- You do not have permission to access this field: Contract No. (Line 1)

Submit Requisition Assign Cart

Requisitions: 2944707
2020-04-09 6001018041 01

Status: Draft
Document Total: 581.82 USD
What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓

Accounting Codes Document Actions History ?

Codes Added Here Will Be Applied to All Lines

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity	Project2	Project3	edit
63003 Office/Computer Supplies	DZF002 PEOPLESOFT SUPP & SUST CTR OPS	UTSA1 UTSA	3105 DES Designated Tuition	BPC001 BUSINESS INFORMATION SERVICES	DZF002 BUS INFORMATION SERVICE OPS	700 Institutional Support	CV19 COVID 19 Expense	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

Selected Line Item Actions

6. The cart can now be submitted to create a requisition.

Rowdy Exchange

Documents > Search > Search Documents > Accounting Codes - 2944707 - Draft Requisition

< Return to shopping cart

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Accounting Codes Document Actions History ?

Codes Added Here Will Be Applied to All Lines

Account	Speed Chart	GL Unit	Fund	Department	Cost Center	Function	Program	PC Business Unit	Project-Activity	Project2	Project3	edit
63003 Office/Computer Supplies	DZF002 PEOPLESOFT SUPP & SUST CTR OPS	UTSA1 UTSA	3105 DES Designated Tuition	BPC001 BUSINESS INFORMATION SERVICES	DZF002 BUS INFORMATION SERVICE OPS	700 Institutional Support	CV19 COVID 19 Expense	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	

Selected Line Item Actions

NOTE - Modifying existing purchase orders

To add the program code to existing approved purchase orders, submit a Purchase Order Change form and in the description include the line number that the CV19 program code needs to be added or if the code should be included on all line items of the purchase order.