

Entering Requisitions in USAS-R (Quick Reference Guide)

Revised September 2020

Login using the USAS-R Link for your district on LACA's Redesign webpage
(<https://www.laca.org/redesign.aspx>)

Enter your USAS-R username & password

Go to **Transaction/Requisitions** to create a Requisition

Click **+CREATE**



Entering Requisition Details

- A. Enter Requisition number using your District's procedure. *(System will auto assign if left blank)*
- B. Enter Date *(System will default to current date)*
- C. Enter Vendor. You can enter a Vendor Number or you can start typing Vendor Name to populate. You may leave vendor blank for multi-vendor requisition or if vendor will be assigned later.
- D. Enter a Description, deliver-by date, delivery address, terms and attention if necessary.
- E. Enter Requisition Item Information by clicking on '+'
- F. Enter Quantity, units (optional), description, unit price and account code.

NOTE: Use to Split Quantity and to Split Price

NOTE: Account code can be entered with hyphens between dimensions or by clicking

- G. Click **SAVE** to post the requisition. Then Click **X** to close the window and return to the grid.
- H. To print, checkmark the Requisition(s) and click the Print Icon.
- I. Select Output format and **PRINT**.

The screenshot shows the 'Requisition' form with the following callouts:

- A:** Enter Requisition # or leave blank to auto assign. (Points to the Requisition # field)
- B:** Current date is default date. (Points to the Date field showing 7/15/19)
- C:** Type name and options will populate or enter vendor # or leave blank for multi-vendor (Points to the Vendor dropdown)
- D:** (Points to the Description, Deliver By Date, Attention, and Terms fields)
- E:** Click to Add more items to Requisition (Points to the '+' button at the bottom of the grid)
- F:** Enter all details. Account # will start to populate as you start to type. Include hyphens. Click magnifying glass for more search options. (Points to the grid header and a magnifying glass icon)
- G:** Click Save. Then Close box by clicking X. (Points to the Save and Close buttons)
- H:** Choose Requisition to print by clicking (Points to a checkbox in the grid)
- I:** Print Requisition (Points to the Print icon in the bottom toolbar)

The form includes fields for: Requisition #, Date (7/15/19), Vendor, Description, Deliver By Date, Delivery Address, Terms, Attention, Created Date, Multivendor, Type, Requisition Total (0.00), and Total Charges (0.00). The bottom section contains a table with columns: Qty, Units, Description, Unit Price, Item Total, and Charges. The bottom toolbar has buttons for Create, Convert, and Print.