Entering Requisitions in USAS-R (Quick Reference Guide)

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

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**.