




Deltek

# Deltek Costpoint®

## 8.2

Import Purchase  
Requisitions Preprocessor

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## Import Purchase Requisitions

The Import Purchase Requisitions preprocessor allows you to load new requisition information from an external system, validate that information, and then enter it into Costpoint.

These requisitions can be submitted for approval and workflow messages can be generated for approvers.

Multiple users can use this preprocessor simultaneously only if they use different company IDs. Your company ID triggers the validation of company tables when looking up valid values. When you save a new requisition or any new parameter rows, it is automatically assigned with your company ID. The  on the toolbar filters parameters by company.

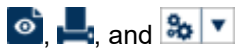
This preprocessor reads the specified input files and performs the relevant process validations against the requisition lines and other associated tables. This process can only be used to update the status of requisitions that match your company.

You can only process whole requisitions with this preprocessor. You can insert a new requisition or void an existing requisition, but you cannot update individual requisition lines. When uploading valid records with requisition/requisition line information that already exists in Costpoint, you can either replace the existing requisition in its entirety or have the system give you an error to avoid overwriting existing records.

Requisition/requisition line records can be uploaded with a status of **Pending**, **In Approval**, or **Void**. Automatic initiation of the requisition approval process (if required at either the header or the line level, per the parameters established on the Configure Purchase Requisition Settings screen) depends on the option you select in the **Submit for Approval** drop-down list.

A trial run will generate an Error report if any header or line record contains an error or warning message. If you select the **Process Valid Requisitions** option in the **Input Errors** drop-down list, input file data without errors will be processed while those with errors will not. Warnings within the records (which will be listed in the Error report) are acceptable, and processing will continue if there are just warnings and no errors. If you select the **Process None** option, any data in the input file containing errors will result in no requisitions created.

Consider the following example in which there are four requisitions in the input file: Requisition 1, which has an error; Requisition 2, which has only a warning; Requisition 3, which has an error and a warning; and Requisition 4, which has neither an error nor a warning. If you selected **Process Valid Requisitions**, Requisitions 2 and 4 will be created. If you selected **Process No Records**, no requisitions will be created.



are available in the toolbar for use with this preprocessor.

Use this screen to upload requisition information (new or update existing) after you have created an input file with the desired information.

To set up Costpoint data, establish default values in settings for Costpoint Procurement Planning, Product Definition, Purchasing, and Production Control, along with information needed in other related applications in order to validate uploaded data and load default values. Details are provided in the Table Update section.

**Note:** There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

## Display the Import Purchase Requisitions Screen

You access the Import Purchase Requisitions screen from the Materials domain.

Click **Materials » Procurement Planning » Procurement Planning Interfaces » Import Purchase Requisitions**.



## Contents of the Import Purchase Requisitions Screen

Use the fields and options to configure the Import Purchase Requisitions screen.

### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
<b>Parameter ID</b>	Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY.  When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b> .  You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.
<b>Description</b>	Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

## Options

Use this group box to specify the settings you want to use for importing purchase requisitions.



## Input File

Use this group box to specify the input file you want to use and the information about that input file.

**Note:** For international users: The data file can contain non-English characters, provided they are also in the ASCII character set. Before creating an ASCII text (.TXT) file, be sure that your keyboard language is set to "EN" (United States English) to prevent the application from generating errors.

Deltak recommends that you use .TXT and .CSV file-naming conventions.

Field	Description
<b>File Format</b>	<p>Use this drop-down list to select the file format of the input file you want to use with the preprocessor. Choose from the following options.</p> <ul style="list-style-type: none"> <li> <b>Delimited:</b> Delimited ASCII text files have a comma, or other user-defined symbols, to delineate separate fields. It is not required to put a comma (or user-defined symbol) after the last field entry. If you choose this option, you must choose a file delimiter from the <b>File Delimiter</b> drop-down list. </li> <li> <b>Fixed Length:</b> Fixed Length ASCII text files do not have commas to delineate separate fields. Each field is a fixed length and must be filled with either an appropriate character or a space to the specified width. It is not necessary to zero fill numbers; spaces can be used to maintain the proper format. Numeric fields should be right justified; character fields should be left justified. Each record must be on a separate line. For example, if the line length is 200 characters and the last piece of meaningful data is in position 100, another 100 spaces are not required. Every row should end with a carriage return and a line feed. </li> <li> <b>Table:</b> Table files can be used as input files. This type of file organizes your records using rows and columns. </li> </ul> <p>Each header input file record must have at least one Line input file record. Similarly, a line input file record must have an associated header input file record. Line records do not need to physically follow their corresponding header input file record (although recommended). A single header row is sufficient for multiple requisition line rows associated with the same requisition. Requisition ID is used to determine which line records belong to which header record. Similarly the requisition ID/requisition line combination will be used to determine lower level details such as line accounts and line charges.</p> <p><b>Note:</b> After processing is complete, the input file will be renamed with an extension of .OLD.</p>

Field	Description
<b>File Delimiter</b>	<p>If you selected <b>Delimited</b> from the <b>File Format</b> drop-down list, use this drop-down list to select the file delimiter defined within the file. If you selected <b>Fixed Length</b> or <b>Table</b>, this drop-down box is disabled.</p> <p>A file delimiter is an ASCII character used to separate fields of data within an ASCII flat file. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Comma:</b> Each field in the ASCII file is separated by a comma (.). It is not required to have a comma appear after the last field entry.</li> <li>▪ <b>Other:</b> Each field in the ASCII file is separated by a character you define. Enter this character in the adjacent field. It is not required to have this character appear after the last field entry</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The character declared as the delimiter must not be embedded in any of the input fields. When the Costpoint encounters the declared delimiter, it interprets it as the end of the input field</p> </div>
<b>File Location</b>	<p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> <li>▪ In the <b>File Location</b> field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up on the Manage Alternate File Locations screen.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>▪ From the Global Menu, click <b>Process » File Upload</b>. On the File Upload Manager dialog box, click <b>Browse</b> and use the dialog box to select the file you want to import. If you select the <b>Overwrite?</b> check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click <b>Upload</b> when you are finished. If you use this method, leave the <b>File Location</b> field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.</li> </ul>
<b>File Name</b>	<p>Use this field to enter, or use  to select, the name of the file you want to use.</p>
<b>Processing</b>	<p>If you selected <b>Table</b> from the <b>File Format</b> drop-down list, use this drop-down list to select how staging table records are processed. The options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Load Unprocessed Records:</b> Process all records that have not been previously processed.</li> <li>▪ <b>Reprocess Error Records:</b> All records that encountered an error will be reprocessed.</li> <li>▪ <b>Delete Imported Records:</b> All successfully imported records will be deleted.</li> <li>▪ <b>Delete Error Records:</b> All records that encountered an error will be deleted.</li> </ul>

Field	Description
<b>Last Modified</b>	This field displays the date when this table input file was last updated.
<b>Last Imported</b>	This field displays the date when this table input file was last processed.

## Options

Use this group box to specify approval and error handling options.

Field	Description
<b>Submit for Approval</b>	<p>Use this drop-down box to select the approval submission method for the requisitions to be uploaded.</p> <p>Depending upon the option selected, uploaded requisitions and requisition lines will initiate the approval process. Input file records can only have Requisition (or Requisition Line) Status of <b>Pending</b> or <b>In-Approval</b> (for new record inserts) or "Void" (for existing record updates).</p> <p>The system-defined options are:</p> <ul style="list-style-type: none"> <li> <b>Submit Only In Approval:</b> Requisition or requisition lines from the input file that have an approval status of "In-Approval" will be uploaded with a status of "In-Approval" and rows will be created in either the RQ_HDR_APPR or RQ_LN_APPR tables. If approvals are not required, such records will be automatically "Approved." </li> </ul> <p>Requisitions or lines from the input file with an approval status of "Pending" will be uploaded with a status of "Pending" and will not initiate the approval process (no rows created in either the RQ_HDR_APPR or RQ_LN_APPR tables). If approvals are not required, such records will still have a status of "Pending."</p> <p>Requisitions or lines from the input file with an approval status of "Void" will be uploaded with a status of "Void" (if other validations pass) and will not initiate the approval process (no rows created in either the RQ_HDR_APPR or RQ_LN_APPR tables). If approvals are not required, such records will still have a status of "Void."</p> <ul style="list-style-type: none"> <li> <b>Submit All:</b> Requisition or requisition lines from the input file that have an approval status of either "Pending" or "In-Approval" will be uploaded with a status of "In-Approval" and rows will be created in either the RQ_HDR_APPR or RQ_LN_APPR tables. If approvals are not required, such records will be automatically "Approved." </li> </ul> <p>Requisitions or lines from the input file with an approval status of "Void" will be uploaded with a status of "Void" (if other validations pass) and will not initiate the approval process (no rows created in either the RQ_HDR_APPR or RQ_LN_APPR tables). If approvals are not required, such records will still have a status of "Void."</p>



Field	Description
	<ul style="list-style-type: none"> <li>▪ <b>Submit None:</b> Requisition or requisition lines from the input file (or staging tables) that have an approval status of either "Pending" or "In-Approval" will be uploaded with a status of "Pending" and will not initiate the approval process (no rows created in either the RQ_HDR_APPR or RQ_LN_APPR tables). If approvals are not required, such records will still have a status of "Pending."</li> </ul> <p>Requisitions or lines from the input file with an approval status of "Void" will be uploaded with a status of "Void" (if other validations pass) and will not initiate the approval process (no rows created in either the RQ_HDR_APPR or RQ_LN_APPR tables). If approvals are not required, such records will still have a status of "Void."</p> <p>The settings you assigned in the Configure Purchase Requisition Settings screen determine if approval processes are to be assigned at the header or line level. If approvals are done at the header level, the RQ_LN approval process code will be null. If approvals are done at the line level, the RQ_HDR approval process code will be null.</p> <p>The settings you assigned in the Configure Purchase Requisition Settings screen determine how approval processes are assigned. If <b>No Approval Required</b> is selected, this preprocessor will leave both the header and line blank. If <b>Global</b> is selected, this preprocessor will load either the header or line in accordance with the default approval process designated in the Configure Purchase Requisition Settings screen. If <b>PAO</b> is selected, this preprocessor will first assign by the inventory project by looking up the PROJ table or, if that does not exist, use the inventory abbreviation's material acct/org (ACCT_ORG). If assigned by <b>Item Type</b>, this preprocessor will use the part's approval process (by looking up RQ_APPROV_PROC where PART_TYPE_FL = "Y"). If approval processes are manually assigned, this preprocessor will pull the approval process from the appropriate INVT_PROJ row. If that row is null, the preprocessor will pull from the RQ_SETTINGS default. If that is also null, an error message will appear.</p> <p>If the generated requisitions are given a status of "Pending," this preprocessor will not create rows in either the RQ_HDR_APPR or RQ_LN_APPR tables.</p> <p>If they are given a status of "In-Approval," the preprocessor will perform the following steps:</p> <ol style="list-style-type: none"> <li>1. When the requisition is validated and saved with an approval process code, the appropriate approval process steps will be copied to either the RQ_HDR_APPR or RQ_LN_APPR tables (depending on the RQ SETTINGS). The estimate dollar amount of the requisition or requisition line should be checked against each approval title's minimum and maximum dollar limits. Only those approval titles that are within the limit will be added to the requisition or requisition lines approval steps.</li> <li>2. If approval is required for the requisition or requisition line(s), and an approval process has been manually or system assigned, all approval title rows with an approval type of "E" or "B," and the lowest approval sequence number (it is possible to have more than one approval title with</li> </ol>

Field	Description
	<p>the same sequence number) will have their NEXT_SEQ_FL set to "Y." Rows with an Approval Type of "S" can be ignored for this purpose. This tells the system which approvals are to be performed next. For instance, if there are six approval title steps for a requisition with the sequence numbers 010, 010, 010, 020, 030, and 040, the three approval titles with the sequence number of 010 will have their NEXT_SEQ_FL set to "Y." The others would be set to "N" (this assumes the estimated requisition amount is within all of the approval titles' minimum/maximum dollar limits).</p> <ol style="list-style-type: none"> <li>3. Set all S_APPRVL_CD values to "P," except for Signature approval type rows, which can be set to "A."</li> <li>4. If due to dollar limits and approval types, the requisition/requisition line will require no approval set the status to "A" and load the system date to the requisition line approval date.</li> </ol>

### Error Handling

A trial run will generate an error report if there is at least one set of header/line records with an error or warning message.

Field	Description
<b>Input Errors</b>	<p>Use this drop-down list to select the process option you wish to use in the event of errors within the input ASCII file. Choose from the two system-defined options:</p> <ul style="list-style-type: none"> <li>▪ <b>Process Valid Requisitions:</b> Upon executing the trial run or upload process, input file records without errors (warnings are acceptable) will be processed while those with errors will not be processed.</li> <li>▪ <b>Process None:</b> Upon executing the trial run or upload process, no rows will be processed if there is any error present within the input ASCII file.</li> </ul>
<b>Duplicates</b>	<p>Use this drop-down list to select the process for handling duplicate records in the uploaded file with the existing requisition/requisition line data in Costpoint. Select one of the two available system-defined options:</p> <ul style="list-style-type: none"> <li>▪ <b>Overwrite Existing:</b> If duplicate records are encountered, a warning message appears and processing completely replaces existing records with the corresponding new duplicate row information (that is, delete old and add new). <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Overwriting of existing rows will not be allowed if the requisition lines have a status of <b>C</b> (Closed) or <b>G</b> (Generated), regardless of the option selected.</p> </div> </li> <li>▪ <b>Do Not Overwrite:</b> If duplicate records are encountered, an error message appears and corresponding duplicate records are not uploaded. <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Duplicate rows within an input file are considered as errors.</p> </div> </li> </ul>

Field	Description
<b>Don't Produce ASCII Error File</b>	<p>Select this check box to not have Costpoint create an error file after the trial run or file upload. If you leave this cleared, Costpoint will create an error file as follows:</p> <p>Records not processed due to one or more errors will be written to an ASCII error file using the same format in which they were originally saved. The error file is placed in the same path as the input file and will be saved as <code>ZZZZZZxxxxmmddyyyy.ERR</code> (where <code>ZZZZZZ</code> = original input file name, <code>xxxx</code> = sequentially increased number for each day (in case the same input file has been used multiple times in a given day) starting with 0001, 0002, etc., <code>mmddyyyy</code> = date with a two-digit month (01-12), two-digit day (01-31), and four-digit year. For example, the first error file created on April 15, 2005 will be named <code>Testfile000104152005.ERR</code> (where "Testfile" is the name of the input file) followed by <code>Testfile000204152005.ERR</code>, etc.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> In case the process fails (or is cancelled) during the process (either insert or update to inventory) and partial records have been committed for a particular requisition, all records and updates that were tied to that failed requisition will roll back. Any requisitions that were fully uploaded should remain committed.</p> </div>

### Performance Analysis

This group box contains a set of display-only fields on the screen that shows the performance of the process. It provides information about the load and print process, and shows the number of records (lines in the input file) processed along with the number of errors found.

Field	Description
<b>Start Load</b>	This field displays the date and time the upload process started.
<b>End Load/Start Validation</b>	<p>This field displays the date and time the upload process ended. Once the upload process ends, the validation process immediately begins.</p> <p>The preprocessor reads the specified input file and performs relevant process validations against requisition lines and other associated tables. See the Report/Process Validations topic for the report/process validations performed by this preprocessor.</p>
<b>Total Records Processed</b>	This field displays the total number of records read by the preprocessor.
<b>End Validation/Start Print</b>	This non-editable field displays the date and time the validation process ended. Once the validation process ends, the Error report immediately begins to print.
<b>End Print</b>	This field displays the date and time the Error report stopped printing.
<b>Total Errors Found</b>	This field displays the total number of records found with errors during the process.

## Input File

This section describes the details of the format for the input file rows.

### Requisition Header Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	RH
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Requisitioner</b>	RQST_EMPL_ID	Varchar	12	Y	
<b>Requisition Date</b>	RQ_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Requisition Approval Process</b>	RQ_APPR_PROC_CD	Varchar	8	N	Required if RequisitionSet tings Approval Level = Requisition, Approval Process Assignment is Manual, but default Approval Process has not been assigned. (RQ_SETTIN GS.S_APPRV L_LVL_CD = R, S_APPR_PR OC_ASG_CD = M, RQ_APP_PR OC_CD = NULL).
<b>Requisition Status</b>	S_RQ_STATU S_CD	Varchar	1	N	Required if RQ_SETTING S. S_APPRVL_L VL_CD = R for

Field	Costpoint Column Name	Type	Length	Required	Format
					user's COMPANY_ID . Valid entries are "P" (Pending), "I" (In-approval -- to submit for approval) and "V" (Void -- to void an existing requisition and all lines).
<b>Transaction Currency</b>	TRN_CRNCY_CD	Varchar		N	If not entered for new record, it will be assumed to be the same as functional currency. A value should not be entered if multicurrency is not used in order to avoid validation errors.
<b>Rate Group</b>	RATE_GRP_ID	Varchar	6	N	A value should not be entered if multicurrency is not used in order to avoid validation errors.
<b>Rate Date</b>		Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Requisitioner Org</b>	RQST_ORG_ID	Varchar	20	N	Field is required if Org Security is ON

Field	Costpoint Column Name	Type	Length	Required	Format
					for Procurement Planning. Load default Requisitioner's Org if field is blank in the input file.
<b>Requisitioner Phone</b>	RQST_PHONE_ID	Varchar	20	N	
<b>Requisitioner Phone Extn</b>	RQST_PHONE_EXT_CD	Varchar	6	N	
<b>Target Place Date</b>	TGT_PLACE_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Date Entered</b>	ENTR_DTT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Buyer</b>	BUYER_ID	Varchar	12	N	Value will be used only if RqSettings Buyer Assignment is Manual.
<b>Buyer Assignment Date</b>	BUYER_ASSIGN_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Procurement Type</b>	PROCURE_TYPE_CD	Varchar	2	N	If entered, must be valid value on Manage Procurement Types screen.
<b>Over Budget Validation Required</b>	OVR_BUD_FL	Varchar	1	N	Valid values are 'Y' (Yes), 'N' (No) and 'R' (Released). Default value

Field	Costpoint Column Name	Type	Length	Required	Format
					is from the Configure Requisition if no value is entered in the input file.
<b>Project</b>	PROJ_ID	Varchar	30	N	If entered, must be a valid and active project on Manage Project User Flow screen.
<b>Combine with other Reqs</b>	COMBINE_RQ_FL	Varchar	1	N	Valid values are 'Y' (Yes) and 'N' (No). Default value is from the Configure Requisition if no value is entered in the input file.
<b>GSA Flag</b>	GSA_FL	Varchar	1	N	Valid values are 'Y' (Yes) and 'N' (No). Default value is 'N' if no value is entered in the input file.
<b>Requisition Notes</b>	RQ_NOTES	Varchar	254	N	
<b>Subcontractor Agreement Flag</b>	SUBC_AGR_FL	Varchar	1	N	Valid values are 'Y' (Yes) and 'N' (No). If no value is entered, this field is set to null.
<b>US Citizenship Required</b>	US_CITIZEN_FL	Varchar	1	N	Applies only if Subcontractor Agreement

Field	Costpoint Column Name	Type	Length	Required	Format
					Flag = Y. Else, null.
<b>ITAR Authorization Required</b>	ITAR_AUTH_FL	Varchar	1	N	Applies only if Subcontractor Agreement Flag = Y. Else, null.
<b>Security Clearance System ID</b>	SEC_CLR_CD	Varchar	6	N	Applies only if Subcontractor Agreement Flag = Y. Else, null.
<b>Issuing Agency</b>	AGENCY_NAME	Varchar	30	N	Applies only if Subcontractor Agreement Flag = Y. Else, null.
<b>Subcontract ID</b>	SUBCNTR_ID	Varchar	30	N	

#### Requisition Header Text Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	HT
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Sequence Number</b>	SEQ_NO	Numeric	4	Y	
<b>Text Code</b>	TEXT_CD	Varchar	10	Y	
<b>Text Revision</b>	TXT_CD_RVS N_NO	Numeric	5	N	

#### Requisition Line Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	RL



Field	Costpoint Column Name	Type	Length	Required	Format
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Requisition Line</b>	RQ_LN_NO	Numeric	4	Y	
<b>Requisition Date</b>	RQ_DT	Dat		Y	Value must be a valid date format YYYY-MM-DD.
<b>Item</b>	ITEM_ID	Varchar	50	N	For fixed length file format, limit to 30 characters. For delimited file format, increase field size to 50
<b>Rev</b>	ITEM_RVSN_ID	Varchar	10	N	For fixed length file format, limit to 3 characters. For delimited file format, increase field size to 10
<b>Requisition Line Description</b>	RQ_LN_DESC	Varchar	60	N	
<b>Misc Type</b>	MISC_LN_CHG_TYPE	Varchar	6	N	
<b>Line Status</b>	S_RQ_STATUSS_CD	Varchar	1	N	Required if RQ_SETTING S. S_APPRVL_L VL_CD = L for user's COMPANY_ID . Valid entries are "P" (Pending), "I" In-approval -- to submit for approval) and "V" (Void -- to

Field	Costpoint Column Name	Type	Length	Required	Format
					void an existing requisition line).
<b>Quantity</b>	RQSTD_QTY	Decimal	14,4	N	
<b>Requisition U/M</b>	RQ_LN_UM_CD	Varchar	3	N	If entered, must be a valid unit of measure in the Manage Units of Measure screen.
<b>Est Cost Type</b>	RQ_EST_CST_TYPE_CD	Varchar	2	N	If entered, must be a valid cost type in the Manage Purchase Requisition Cost Types screen.
<b>Est Unit Cost (Trans)</b>	TRN_NET_UNIT_AMT	Decimal	14,4	N	
<b>Est Ext Cost Amt (Trans)</b>	TRN_RQ_LN_EXT_AMT	Decimal	14,2	N	Required if Quantity is not entered.
<b>Taxable Flag</b>	TAXABLE_FL	Varchar	1	N	Valid values are 'Y' (Yes) and 'N' (No).
<b>Ship ID</b>	SHIP_ID	Varchar	20	N	Required if item entered is a Part, Good or if Taxable = "Y". Value must be an valid and active Ship id in the SHIP_ID table for the user's company ID.

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Warehouse</b>	WHSE_ID	Varchar	8	N	If entered, value must be valid and active in the Manage Warehouse screen for the user's company ID.
<b>Ship Via</b>	SHIP_VIA_FL D	Varchar	15	N	
<b>Drop Ship</b>	DROP_SHIP_FL	Varchar	1	N	Valid values are 'Y' (Yes) and 'N' (No). If no value is entered, the default value is 'N.'
<b>Deliver To</b>	DEL_TO_FLD	Varchar	25	N	
<b>Procurement Type</b>	PROCURE_T YPE_CD	Varchar	2	N	If entered, must be valid value in Manage Procurement Types screen.
<b>Inv Abbrev</b>	INVT_ABBRV_CD	Varchar	20	N	For fixed length file format, limit to 3 characters. For delimited file format, increase field size to 10
<b>Approval Process</b>	RQ_APPR_P ROC_CD	Varchar	8	N	Required if Requisition Settings Approval Level = Requisition Line, Approval Process Assignment is Manual, but

Field	Costpoint Column Name	Type	Length	Required	Format
					default Approval Process has not been assigned. (RQ_SETTING_S_APPRVL_L VL_CD = L, S_APPR_PROC_ASG_CD = M, RQ_APP_PROC_CD = NULL).
<b>Mil-Spec</b>	MIL_SPEC_ID	Varchar	20	N	
<b>NSN</b>	NSN_ID	Varchar	20	N	
<b>Commodity</b>	COMM_CD	Varchar	8	N	If entered, value must be valid and active on the Manage Commodity screen.
<b>Preferred Vendor</b>	PREF_VEND_ID	Varchar	12	N	If entered, must be a existing in the Manage Vendors screen and must not be a PAYROLL Vendor or On-Hold Status.
<b>Preferred Quote</b>	PREF_QUOTE_ID	Varchar	10	N	Must exist in QT_HDR if RQ_SETTING_S. VALID_QT_FL = Y.
<b>Suggested Blanket PO</b>	SUG_BLKT_PO_ID	Varchar	10	N	

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Manufacturer</b>	MANUF_ID	Varchar	10	N	If entered, must be existing on the Manage Manufacturers screen.
<b>Manufacturer Part</b>	MANUF_PART_ID	Varchar	30	N	
<b>Mfg Rev</b>	MANUF_PART_RVSN_ID	Varchar	3	N	
<b>Vendor Part</b>	VEND_PART_ID	Varchar	30	N	
<b>Vend Rev</b>	VEND_PART_RVSN_ID	Varchar	3	N	
<b>Buyer</b>	BUYER_ID	Varchar	12	N	If entered, must be existing in the Manage Buyers screen for the user's logged in Company ID.
<b>Buyer Assignment Date</b>	BUYER_ASSIGN_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Planner</b>	PLANNER_ID	Varchar	12	N	If entered, must be active and existing on Manage Planners screen.
<b>Order Ref Type</b>	S_ORD_REF_TYPE_CD	Varchar	1	N	If entered, valid values are 'S' (Sales Order), 'M' (Manufacturing Order), or 'N' (None).

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Order Reference</b>	ORDER_REF_ID	Varchar	10	N	
<b>Order Ref Line</b>	ORDER_REF_LN_NO	Numeric	4	N	
<b>CLIN</b>	CLIN_ID	Varcher	10	N	
<b>Overship</b>	OVRSHIP_ALL_OW_FL	Varchar	1	N	
<b>Recpt Tolerance</b>	RECPT_TOL_PCT_RT	Decimal	5,4	N	
<b>QC Reqd</b>	QC_REQD_FL	Varchar	1	N	
<b>Source Inspection Reqd</b>	SRCE_INSP_FL	Varchar	1	N	
<b>Cert of Conf Reqd</b>	CERT_OF_CNFRM_FL	Varchar	1	N	
<b>Performance Start Date</b>	PERF_START_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Performance End Date</b>	PERF_END_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>Target Place Date</b>	TGT_PLACE_DT	Date		N	Value must be a valid date format YYYY-MM-DD.
<b>BOM Configuration</b>	BOM_CONFIG_ID	Varchar	10	N	
<b>Industry Classification</b>	IND_CLASS_CD	Varchar	8	N	
<b>Internal Notes</b>	RQST_INT_NOTES	Varchar	254	N	
<b>Line Notes</b>	RQ_LN_TX	Varchar	1000	N	
<b>US Citizenship Required</b>	US_CITIZEN_FL	Varchar	1	N	Applies only if Req Hdr Subcontractor

Field	Costpoint Column Name	Type	Length	Required	Format
					Agreement Flag = Y. Else, null.
<b>ITAR Authorization Required</b>	ITAR_AUTH_FL	Varchar	1	N	Applies only if Req Hdr Subcontractor Agreement Flag = Y. Else, null.
<b>Security Clearance System ID</b>	SEC_CLR_CD	Varchar	6	N	Applies only if Req Hdr Subcontractor Agreement Flag = Y. Else, null.
<b>Issuing Agency</b>	AGENCY_NAME	Varchar	30	N	Applies only if Req Hdr Subcontractor Agreement Flag = Y. Else, null.
<b>NAICS Code</b>	NAICS_CD	Varchar	15	N	
<b>NAICS Effective Date</b>	NAICS_EFF_DT	Date		N	MM/DD/YYYY If there are no NAICS Code and NAICS Effective date available in the input file, load the NAICS Code and Effective date from the line's commodity code (COMM.NAICS_EFF_DT IF it is Active - OPP_NAICS_CODES.SHOW_LOOKUP_FL = Y); For

Field	Costpoint Column Name	Type	Length	Required	Format
					<p>New records and the input file has NAICS Code but the NAICS Effective Date is NULL, then we will load the latest and active effective date. For existing records that have the same NAICS Code, if there is a value on ITEM.NAICS_EFF_DT then do not over-write it if the field is blank in the input file. Else, if the NAICS Effective date is NULL on the ITEM.NAICS_EFF_DT for the same NAICS Code then same logic should apply just like for new records/new NAICS Code. If a NAICS effective date exists then NAICS code is required.</p>



### Requisition Line Account Record

Input is optional if the inventory abbreviation exists on an associated requisition line.

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	LA
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Requisition Line</b>	RQ_LN_NO	Numeric	4	Y	
<b>Account Line</b>	ACCT_LN	Numeric	4	Y	
<b>Allocation</b>	CST_AMT_P CT_RT	Decimal	5,4	Y	Enter as a percentage. For example, 100% should be entered as 100 or 100.00 (stored as 1.0000). 1% should be entered as 1.0000 (stored as 0.0100).
<b>Amount</b>	CST_AMT	Decimal	14,2	Y	
<b>Account</b>	ACCT_ID	Varchar	15	N	If entered, must be an active existing account ID on Manage Accounts screen for the user's logged in company ID.
<b>Organization</b>	ORG_ID	Varchar	20	N	If entered, must be an active existing org ID in Manage Organization Structures screen for the user's logged

Field	Costpoint Column Name	Type	Length	Required	Format
					in company ID.
<b>Project</b>	PROJ_ID	Varchar	30	N	If entered, must be an active existing project ID in Manage Project User Flow screen for the user's logged in company ID; This is required if account requires a project.
<b>Proj Abbrev</b>	PROJ_ABBR_V_CD	Varchar	6	N	
<b>Proj Acct Abbrev</b>	PROJ_ACCT_ABBRV_CD	Varchar	6	N	
<b>Org Abbrev</b>	ORG_ABBRV_CD	Varchar	6	N	
<b>Reference Number 1</b>	REF_STRUC_1_ID	Varchar	20	N	
<b>Reference Number 2</b>	REF_STRUC_2_ID	Varchar	20	N	

### Requisition Line Charge Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	LC
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Requisition Line</b>	RQ_LN_NO	Numeric	4	Y	
<b>Charge Line</b>		Numeric	4	Y	

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Line Charge Type</b>	LN_CHG_TYPE	Varchar	6	Y	
<b>Line Charge Cost Amount</b>	TRN_CHG_COST_AMT	Decimal	14,2	Y	
<b>Charge Description</b>	CHG_DESC	Varchar	30	N	
<b>Taxable</b>	TAXABLE_FL	Varchar	1	N	

### Requisition Line Text Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	LT
<b>Requisition</b>	RQ_ID	Varchar	10	Y	
<b>Requisition Line</b>	RQ_LN_NO	Numeric	4	Y	
<b>Sequence Number</b>	SEQ_NO	Numeric	4	Y	
<b>Text Code</b>	TEXT_CD	Varchar	10	Y	
<b>Text Revision</b>	TEXT_CD_RV_SN_NO	Numeric	5	N	

### Requisition Header SCI/SAP Security Codes

Ignore if Req Hdr Subcontractor Agreement Flag=N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character	2	Required	(HC)
<b>Req ID</b>		Character	10	Required	
<b>Code</b>		Varchar	6	Required	

### Requisition Header SOW

INCLUDE even if Req Hdr Subcontractor Agreement Flag = N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character	2	Required	(HS)
<b>Req ID</b>		Character	10	Required	
<b>SOW ID</b>		Varchar	50	Required	
<b>SOW Rev</b>		Varchar	10	Optional	If value is not provided, assume it to be 'space'.

### Req Line SCI/SAP Security Codes

Ignore if Req Hdr Subcontractor Agreement Flag = N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character	2	Required	(LP)
<b>Req ID</b>		Character	10	Required	
<b>Req Line Number</b>		Number	4	Required	(9999)
<b>Code</b>		Varchar	6	Required	

### Req Line SOW

INCLUDE if Req Hdr Subcontractor Agreement Flag = N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character	2	Required	(LS)
<b>Req ID</b>		Character	10	Required	
<b>Req Line Number</b>		Number	4	Required	(9999)
<b>SOW ID</b>		Varchar	50	Required	
<b>SOW Rev</b>		Varchar	10	Optional	If value is not provided, assume it to be 'space'.

### Req Line Resources

Ignore if Req Hdr Subcontractor Agreement Flag = N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character 2	2	Required	(LR)
<b>Req ID</b>		Character 10	10	Required	
<b>Req Line Number</b>		Number 4	4	Required	(9999)
<b>Resource Line Number</b>		Varchar 10	10	Required	
<b>Resource Description</b>		Varchar 60	60	Conditionally Required	Required only if a valid Service ID/Rev is not provided.
<b>Service ID</b>		Varchar 50	50	Optional	
<b>Service Revision</b>		Varchar 10	10	Optional	
<b>Number of Resources</b>		Number 10	10	Optional	
<b>Total Hours</b>		Number 15	15	Optional	(9999999999.9999)
<b>Hourly Rate</b>		Number 15	15	Optional	(9999999999.9999)
<b>PLC</b>		Varchar 6	6	Optional	
<b>GLC</b>		Varchar 6	6	Optional	
<b>City</b>		Varchar 25	25	Optional	
<b>State/Province</b>		Varchar 15	15	Optional	
<b>Postal Code</b>		Varchar 10	10	Optional	
<b>Country</b>		Varchar 8	8	Optional	

### Delivery Schedule Record

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Record Type</b>		Varchar	2	Y	DS
<b>Requisition ID</b>		Varchar	10	Y	

Field	Costpoint Column Name	Type	Length	Required	Format
<b>Requisition Line</b>		Numeric	4	Y	(9999)
<b>Order Quantity</b>		Numeric	21	Y	(9999999999.999)
<b>Requested Date</b>		Date	35	Y	(MM/DD/YYYY)

### Req Line Resource Vendor Employees

Ignore if Req Hdr Subcontractor Agreement Flag = N.

Name	Costpoint Column Name	Type	Length	Required/Optional	Format/Notes
<b>Record Type</b>		Character	2	Required	(LV)
<b>Req ID</b>		Character	10	Required	
<b>PO Line Number</b>		Number	4	Required	(9999)
<b>Resource Line Number</b>		Varchar	10	Required	
<b>Vendor Employee ID</b>		Varchar	12	Required	

## Error Report

This section describes the errors you may encounter when using the Import Purchase Requisitions screen.

### Report Layout/Data Sources - Input File Error report

#### Report Header

Label	Source
Input File	From screen selection
Error File	Derived – see Error Handling section.
Start Date/Time	System assigned upon process starting.
End Date/Time	System assigned upon process ending.

### Report Detail

Label	Source
Error Line	System assigned.
Rec Type	From input file table that has the error. For example, RH for Requisition Record Header.
Requisition	From Requisition Record Header input file (Requisition).
Req Line	From Requisition Line input file (Requisition Line). In this case, also print associated Requisition.
Acct Line	From Requisition Line Account input file (Account Line). In this case, also print associated Requisition and Requisition Line.
Chg Line	From Requisition Line Charge input file (Charge Line). In this case, also print associated Requisition and Requisition Line.
Seq Num	From Requisition Header Text input file (Sequence Number). In this case, also print associated Requisition. Or, From Requisition Line Text input file (Sequence Number). In this case, also print associated Requisition and Requisition Line.
Error Message	Print appropriate error or warning validation message.

### Report Footer/Totals

Label	Source
Total Records Read	System calculated.
Total Bad Records	System calculated.
Total Records Processed	System calculated.

### Report Sort Order

The following sort order applies to input file Error reports:

- Primary sort is by Requisition.
- Secondary sort by Requisition Line.
- Tertiary sort by Account Line or Line Charges or Line Text Code. Within this sort level, list Account Line errors followed by Charge Line errors, then Text Code errors.

## Report Process Validations

This section lists the report process validations performed by the Manage Purchase Requisitions screen.

### Requisition Header

Condition	Message Type	Message
Two input file rows with the same req ID	E	Duplicate rows exist in the input file.
Requisition header input file row exists without any associated Requisition Line input file row.	E	At least one requisition line must be associated with a requisition header.
Requisition ID exists in RQ_HDR with COMPANY_ID different from that of the user.	E	Requisition ID already exists for another company.
Requisitioner ID is not in EMPL for user's COMPANY_ID, or exists but is not active (EMPL.S_EMPL_STATUS_CD not = ACT)	E	This requisitioner employee does not exist or is inactive.
Requisitioner Org is not in ORG for user's COMPANY_ID (if non-blank)	E	This requisitioner organization does not exist.
Requisition Approval Process (header) is not in RQ_HDR_APPRVL for user's COMPANY_ID.	E	This header approval process code does not exist.
Approval level = header, Approval Process Assignment is Manual and Header Approval Process is blank.	E	Header approval process is required when approvals are by requisition and approval process assignment is Manual.
Approvals are required at the header level (RQ_SETTINGS.S_APPRVL_LVL_CD = R, S_APPR_PROC_ASG_CD is not N), but system was not able to assign an approval process code.	E	Approvals are required, but the process was not able to assign an approval process code to the requisition.
Req Settings Approvals is by P/A/O; manually entered Approval Process has NOT been linked to the project or	E	The Approval Process is not linked to the associated Project or Acct/Org on the line, which is a required condition



Condition	Message Type	Message
acct/org on the first requisition line.		when Requisition Approval Process Assignments is by Proj/Acct/Org.
Req Settings Approvals is by Item Type; manually entered Approval Process has NOT been linked to the item type on the first requisition line.	E	The Approval Process is not linked to the associated Item Type on the line, which is a required condition when Requisition Approval Process Assignments is by Item Type.
Procurement Type does not exist in PROCURE_TYPE.	E	This procurement type does not exist.
Project does not exist in PROJ for user's COMPANY_ID, or exists but is not active.	E	This project does not exist or is inactive.
Over Budget Validation Req'd flag not Y or N.	E	'Over Budget Validation Req'd' must be Y or N.
Buyer ID is not in BUYER for user's COMPANY_ID.	E	This buyer does not exist.
"Combine with other requisitions" not Y or N	E	"Combine with other requisitions" must be Y or N
"GSA" not Y or N	E	"GSA" must be Y or N
Record already exists in Costpoint table for the data in the input file (or staging table), screen option selected for duplicate error handling duplicates is "Do Not Overwrite."	E	This record already exists in Costpoint tables and will not be imported as per the error handling option selected.
Row does not exist in CURRENCY table with S_CRNCY_CD = Trans Currency (input file/staging table).	E	The transaction currency does not exist.
Row exists in MU_CRNCY_STATUS table with S_CRNCY_CD = Trans Currency (input file/staging table), and EXPIR_DT < Rate Date (input file/staging table). Note – does not apply to transaction currencies that don't have a row in the above table.	E	The currency is not active for the rate date entered.

Condition	Message Type	Message
Row does not exist in RT_GRP table with RT_GRP_ID = Rate Group (input file/ staging table).	E	The rate group does not exist.
Row does not exist in RT_GRP_CRNCY with the combination of RT_GRP_ID = Rate Group (input file/ staging table), FR_S_CRNCY_CD = Trans Currency (input file/ staging table) & TO_S_CRNCY_CD = GL_CONFIG. FUNC_S_CRNCY_CD).	E	Transaction to Functional Currency combination is not a member of the Rate Group.
Row does not exist in RT_BY_DT table with the combination of RT_GRP_ID = Rate Group (input file/ staging table), FR_S_CRNCY_CD = Trans Currency (input file/ staging table) & TO_S_CRNCY_CD = GL_CONFIG. FUNC_S_CRNCY_CD), OR row exists but END_DT < Rate Date (input file/staging table).	E	There is no exchange rate available for the selected currency code combination, date and rate group.
Record already exists in Costpoint table for the data in the input file (or staging table), screen option selected for duplicate error handling duplicates is "Overwrite Existing."	E	This record already exists in Costpoint tables but will be overwritten upon upload as per the error handling option selected.
Approval Process outside amount limit, approvals at req level.  Req Amt is below the min amt that is required for the selected approval process code.	W	Warning: Selected Approval Process has no approval titles with the minimum or maximum amount limit meeting the requisition total amount.  The req status was set to Approved.
Approval Process outside amount limit, approvals at req level.  Approval process has no approval title that meet the	E	This requisition's estimated amount does not fit any approval title's min/max limits for the selected approval process code.

Condition	Message Type	Message
Req Amt and amount is ABOVE the MAX amt that is required for the selected approval process/title code.		
Header status entered is "I," RQ_SETTINGS. S_APPR_PROC_ASG_CD = N, RQ_SETTINGS. S_APPRVL_LVL_CD = R).	W	Warning: Requisition status will be "A" (Approved) since approvals are not required.
Apple Org Security = Y for Product Planning (ORG_SEC_BY_MODULE.US E_ORG_SEC_FL = 'Y' where ORG_SEC_BY_MODULE.S_ MODULE_CD = 'PP') Org Security Profile = Y (ORG_SEC_PROFILE.PROF_ ORG_SEC_FL = 'Y' AND W_USER_COMPANY.USER_I D = LOGGED IN USER ID AND W_USER_COMPANY.ORG_S EC_GRP_CD = ORG_SEC_GRP_SETUP.OR G_SEC_GRP_CD AND ORG_SEC_GRP_SETUP.OR G_SEC_PROF_CD = ORG_SEC_PROFILE.ORG_S EC_PROF_CD)	E	Your user ID does not have the required access rights' to this requisition's organization.
Date fields are not in YYYY-MM-DD format.	E	Invalid date format.
The Security Clearance System ID is invalid	E	The Security Clearance System ID is invalid.

#### Requisition Header Security Clearance Validation

Condition	Message Type (Error/Warning)	Message
Security Clearance System ID does not exist in the Security Clearance Settings.	E	The Security Clearance System ID is invalid.

### Requisition Header SOW Validations

Condition	Message Type (Error/Warning)	Message
SOW ID/Rev combination does not exist in SOW table for the login user's company.	E	The SOW/ID combination is invalid.
SOW ID/Rev combination exists for the login user's company, but is inactive in SOW table. [Note - applies to New line only.]	E	The SOW ID/Rev combination is inactive.
SOW ID already exists on another row for the same PO/ Rlse/PO line.	E	The same SOW ID cannot be used multiple times for the same PO line, regardless of revision.

### Requisition Line

Condition	Message Type (Error/Warning)	Message
Requisition line input file row exists without any associated Requisition Header input file row.	E	This requisition line must be associated with a requisition header.
More than one row exists in the input file (or staging table) with same RQ_ID/RQ_LN combination.	E	Line numbers should be unique for a given requisition.
Item/Rev (or Item if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination does not exist for user's company (or for Company =1 if ITEM_SETTINGS_CORP. ITEMS_BY_COMP_FL = N)	E	This Item/Rev does not exist.
Item/Rev (or Item if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination and ITEM. ACTIVE_FL = N. This error message should also display if the file format	E	This Item/Rev is not active.

Condition	Message Type (Error/Warning)	Message
selected is "Fixed Length" and the item ID exceeds 30 and rev exceeds three (3) characters.		
Part/Rev (or part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination and PART. S_STATUS_CD = E	E	This Part/Rev has a status of "Estimating."
Part/Rev (or part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination and PART. S_STATUS_CD = P	E	This Part/Rev has a status of "Pre-Release."
Misc Type (non-blank) not in LN_CHG_TYPE for user's COMPANY_ID.	E	This miscellaneous type does not exist.
Misc Type Code not = Blank, Item/Rev not = Blank	E	A miscellaneous type cannot be entered for a part, good or service.
Misc Type Code = Blank, Item/Rev = Blank.	E	Either Item/Rev or Misc Type must be entered for the requisition line.
Commodity must be valid Commodity Code (if non-blank). If the ITEM_SETTINGS_CORP. ITEMS_BY_COMP_FL = Y, must have same company ID as User's.	E	This commodity code does not exist.
Req U/M is not in UM table.	E	This unit of measure does not exist.
Requisition Line Quantity < 0.	E	Quantity cannot be negative.
Est Unit Cost (Trans) < 0.	E	Est Unit Cost cannot be negative
Est Cost Type (if non-blank) is not in RQ_EST_CST_TYPE for user's COMPANY_ID.	E	This cost type does not exist.
Taxable flag not Y or N	E	"Taxable" must be Y or N.

Condition	Message Type (Error/Warning)	Message
Ship ID not in SHIP_ID for user's COMPANY_ID.	E	This Ship ID does not exist.
Requisition Approval Process (line) is not in RQ_LN_APPRVL for user's COMPANY_ID.	E	This approval process code does not exist.
Warehouse (non-blank) is not in WHSE for user's COMPANY_ID.	E	This warehouse does not exist.
Preferred Vendor - Vendor (if non-blank) is not in VEND for user's COMPANY_ID.	E	This vendor does not exist.
Preferred Vendor is on PO Hold Status (VEND.S_VEND_PO_CNTL_CD = H)	E	Vendor is on hold status.
Preferred Vendor is a Payroll vendor. (VEND.PR_VEND_FL = Y)	E	A payroll vendor cannot be used in requisitions.
Procurement Type (if non-blank) is not in PROCURE_TYPE.	E	This procurement type does not exist.
Suggested Blanket PO Is not in PO_HDR with user's COMPANY_ID.	E	This blanket purchase order does not exist.
Suggested Blanket PO is in PO_HDR with user's COMPANY_ID, but S_PO_TYPE is not equal to 'B'.	E	This purchase order exists but is not a blanket order.
Suggested Blanket PO is in PO_HDR with user's COMPANY_ID, but S_PO_STATUS_TYPE = C or V.	E	This blanket purchase order is either closed or void.
Planner does not exist (not null) in PLANNER with user's COMPANY_ID, or exists but with PLANNER.ACTIVE_FL = N.	E	This planner does not exist or is inactive.

Condition	Message Type (Error/Warning)	Message
Buyer (requisition line) is not in BUYER with user's COMPANY_ID.	E	This requisition line buyer does not exist.
BOM Configuration - Does not exist in BOM_CONFIG table	E	This BOM configuration does not exist.
Manufacturer - Does not exist in MANUF.	E	This manufacturer does not exist.
Industry Classification - Does not exist in IND_CLASS table.	E	This industry classification code does not exist.
Order Ref Type – Not S, N, or M.	E	The order reference type code can only be set to "S" (Sales Order), "M" (Manufacturer), or "N" (None).
Order Reference Type = 'S' and the entered Order Reference ID does not exist as a sales order (SO_HDR.SO_ID != 'Order Reference ID'). Order Reference Type = 'M' and the entered Order Reference ID does not exist as a manufacture order (MO_HDR.MO_ID != 'Order Reference ID').	E	The following does not exist: Order Reference
The Preferred Quote entered has a transaction currency that is different from that entered in the requisition header.	E	Transaction currency of preferred is different from that of the requisition.
Inv Purchase - No way to convert to Inv U/M. This error message is executed for part with invt abbrev cd when a) given part (part key) and entered "Req U/M" doesn't exist in ITEM_UM table as Inventory u/m, and b) conversion formula doesn't exist in ITEM_UM_CONV table to convert from the entered Req U/M to the part's inventory U/M and c) conversion formula doesn't	E	Message: No unit of measure conversion exists from the entered U/M to the part inventory U/M.

Condition	Message Type (Error/Warning)	Message
exist in UM_CONV table to convert from the entered Req U/M to the part's inventory U/M.		
Qty = 0, Line Type is Part or Good	E	Requested Qty must be greater than zero if the line type is a part or good.
Inv Abbrev non-blank and Line Type not = P	E	Inventory abbreviations can only be assigned to line type of "P" (Part).
Inv Abbrev is entered and Part is non-inventory part	E	Inventory abbreviations cannot be assigned to non-inventory parts.
Preferred Vendor – Part entered, item settings prevents purchase of part when vendor is not approved for this part (ITEM_SETTINGS.VEND_NOT_PREF_FL = Y), and Preferred Vendor is not Approved for the part (ITEM_VEND.PREF_VENDOR_CD = N)	E	This vendor is not approved for this part.
Preferred Vendor – Part entered, item settings prevents purchase of part when vendor is not assigned to this part (ITEM_SETTINGS.VEND_NOT_APPRVD_FL = Y), and row does not exist in ITEM_VEND for matching item and vendor.	E	This vendor has not been assigned to this part.
Preferred Quote does not exist for this preferred vendor, and RQ_SETTINGS.VALID_QT_FL = Y.	W	Warning: This vendor/quote combination does not currently exist.
Preferred Quote does not contain requisition line item (and item is not null), and RQ_SETTINGS.VALID_QT_FL = Y.	W	Warning: This requisition line item does not exist in this quote.
Order Ref Type = S to and Order Ref No/Release/Line	E	This Sales Order Line number referenced in the order



Condition	Message Type (Error/Warning)	Message
does not exist on SO_LN table. Or Order Ref Type=M to and Order Ref No/Release/Line does not exist on MO_ROUTING table		reference columns does not exist. This Ref ID/Order Ref Rlse No/Order Ref Line No combination does not exist.
RQ_HDR.TRN_CRNCY_CD is not in VEND_LIMIT_CRNCY table and VEND.LIMIT_TRN_CRNCY_FL=Y, even if Transaction currency is equal to Functional currency.	E	The transaction currency code selected is not valid for this vendor
Req Settings Approvals is by Proj/Acct/Org; manually entered Approval Process has NOT been linked to the project or acct/org on the corresponding line (approvals by line).	E	The Approval Process is not linked to the associated Project or Acct/Org on the line, which is a required condition when Requisition Approval Process Assignments is by Proj/Acct/Org.
Req Settings Approvals is by Item Type; manually entered Approval Process has NOT been linked to the item type on the corresponding line (approvals by line).	E	The Approval Process is not linked to the associated Item Type on the line, which is a required condition when Requisition Approval Process Assignments is by Item Type.
RQ_LN Inventory Abbreviation is not null and INVT_ABBRV_CD. S_ACTIVE_CD = N or O	E	The inventory abbreviation for this requisition line is not active.
None of the Projects or Acct/Org for that requisition line account have Approval Processes set up for them. Approval Process Assignment is by PAO.	E	None of the projects or account/orgs on this line have approval process codes assigned to them. An approval process code is required to add this requisition.
Approval level = line, Approval Process Assignment is Manual and Line Approval Process is blank.	E	Line approval process is required when approvals are by requisition line and approval process assignment is Manual.
If requisition line has an inventory abbreviation,	E	Warehouse is required for inventory items.

Condition	Message Type (Error/Warning)	Message
MRP_SETTINGS_CORP. WHSE_PLN_FL = Y, and input file does not have a warehouse and no default can be loaded.		
RQ_LN.TAXABLE_FL = Y, but RQ_LN.SHIP_ID is blank.	E	Ship ID is required if Req line is taxable.
Req Line Type = P or G, Ship ID is blank.	E	Ship ID is required if Req line type is a part or good.
QC Reqd flag not Y or N	E	QC Reqd flag must be Y or N
Source Inspection Reqd flag not Y or N	E	Source Inspection Reqd flag must be Y or N
Cert of Conf flag not Y or N	E	Cert of Conf flag must be Y or N
Overship flag not Y or N	E	Overship flag not Y or N
If ITEM_SETTINGS. RECPT_TOL_FL = N, or if RQ_LN.OVRSHIP_ALLOW_FL = N, and Receipt Tolerance value is > 0%	E	Receipt Tolerance must be 0% if receipt tolerances are not used in item settings, or if requisition line does not allow overshipment.
Requisition/Req Ln combination already exists in RQ_LN with GENERATED_QTY > 0, input file (or staging table) has a different Item/Rev on that same Req Ln. Overwrite Existing option is selected.	E	Cannot change item/Rev if req line has already been generated.
Line status entered is not P, I, or V	E	Line status entered must be "P" (Pending), "I" (In approval), or "V" (Void).
Line Status entered is P, I, or V, and line already exists with RQ_LN.GENERATED_QTY > 0. Overwrite Existing option is selected.	E	Cannot change the requisition Line Status if purchase orders have been generated.
Line Status entered is P, I, or V, and line already exists with RQ_LN.S_RQ_STATUS_CD = C or V. Overwrite Existing option is selected.	E	Cannot change the requisition Line Status if it is already Closed or Void.

Condition	Message Type (Error/Warning)	Message
Line status entered is P or I, RQ_SETTINGS. S_APPR_PROC_ASG_CD is not = N, RQ_SETTINGS. S_APPRVL_LVL_CD = R	E	Since approvals are required at the requisition level, the only valid entry is "V" (Void).
Approvals are required at the line level (RQ_SETTINGS. S_APPRVL_LVL_CD = L, S_APPR_PROC_ASG_CD is not N), but system was not able to derive an approval process code.	E	Approvals are required, but the process was not able to assign an approval process code to the requisition line.
RQ_ID/RQ/LN combination already exists in Costpoint database with RQ_LN_S_RQ_STATUS_CD not C or G, Do Not Overwrite option is selected.	E	Requisition/Requisition Line combination already exists.
Receipt Tolerance Percent <0 or >100	E	Receipt Tolerance must be 0 – 100%
RQ_ID/RQ/LN combination already exists in Costpoint database with RQ_LN_S_RQ_STATUS_CD not C or G, Overwrite Existing option is selected.	W	Warning: Requisition/Requisition Line combination already exists. Processing will delete the original and add the new row, as per the option selected for processing duplicates.
Line status entered is "I", RQ_SETTINGS. S_APPR_PROC_ASG_CD = N, RQ_SETTINGS. S_APPRVL_LVL_CD = R).	W	Warning: Requisition status will be "A" (Approved) since approvals are not required.
Line status entered is "I", RQ_SETTINGS. S_APPR_PROC_ASG_CD = N, RQ_SETTINGS. S_APPRVL_LVL_CD = L).	W	Warning: Line status will be "A" (Approved) since approvals are not required.
Part/Rev (or part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination and PART. S_STATUS_CD = S	W	Warning: This Item/Rev has a status of Phase-Out.

Condition	Message Type (Error/Warning)	Message
Part/Rev (or part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N) combination and PART. S_STATUS_CD = O	W	Warning: This Item/Rev has a status of Obsolete.
Req Line PART. MAX_LOT_SIZE_QTY > 0 and Order Qty (In Inv U/M) > MAX_LOT_SIZE_QTY	W	Warning: Order quantity exceeds lot size quantity for the part.
Requested Date < System Date	W	Warning: The requested date is past.
Input file (or staging table) has Inv Abbrev for a requisition line that already has more than one Req_Ln_Acct row associated with it.	W	Warning: Multiple account rows already exist for this requisition line. This update will delete those rows and apply the project/acct/org associated with the new inv abbreviation.
Preferred Vendor is on PO Warning Status (VEND.S_VEND_PO_CNTL_CD = W)	W	Warning: Vendor is on warning status.
Preferred Quote (if non-blank) is not in QT_HDR with user's COMPANY_ID.	W	Warning: This quote does not exist in the database.
Preferred Quote exists in QT_HDR with user's COMPANY_ID, but EXPIRE_DT < System Date	W	Warning: This quote has expired.
Preferred Quote exists in QT_HDR with user's COMPANY_ID, and Req line Qty < QT_LN.MIN_QTY.	W	Warning: The requisition line quantity is less than the minimum quantity on the preferred quote line.
Target Place Date (line) < System Date	W	Warning: The target place date for the requisition line is already past.
UM IS NOT ONE OF THREE UM FOR THAT ITEM/(REV). That is, given part (part key) and entered "Req U/M" doesn't exist In ITEM_UM table (line validation).	W	Warning: This Unit of Measure is different from the Inventory, Order or Selling U/M defaults set up for this item.

Condition	Message Type (Error/Warning)	Message
Manufacturer Part not blank, but is not referenced in any ALT_PART row (for user's COMPANY_ID), for matching requisition line Part/Rev (or Part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N), ITEM_SETTINGS. WARN_NOT_LIST_FL = Y.	W	Warning: this manufacturer's part number is not on the alternate part list.
Manufacturer Part not blank, and row exists in ALT_PART (for user's COMPANY_ID) with that manufacturer part for matching requisition line Part/Rev (or Part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N). But PREF_FL = N and ITEM_SETTINGS. WARN_NOT_APPRVD_FL = Y.	W	Warning: this manufacturer's part number is not preferred for this system part number.
Vendor Part not blank, but is not referenced in any ALT_PART row (for user's COMPANY_ID), for matching requisition line Part/Rev (or Part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N), ITEM_SETTINGS. WARN_NOT_LIST_FL = Y.	W	Warning: this vendor's part number is not on the alternate part list.
Vendor Part not blank, and row exists in ALT_PART (for user's COMPANY_ID) with that vendor part for matching requisition line Part/Rev (or Part if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N). But PREF_FL = N and ITEM_SETTINGS. WARN_NOT_APPRVD_FL = Y.	W	Warning: this vendor's part number is not preferred for this system part number.

Condition	Message Type (Error/Warning)	Message
Buyer Line Limit Exceeded... IF BUYER IS NON-BLANK AND IF RQ LINE TOTAL AMOUNT IS GREATER THAN BUYER'S PO_LN_AUTH_LVL_AMT	W	Warning: the total estimated amount for this requisition exceeds this buyer's authorization limit.
Buyer cannot do Release... IF SUGGESTED BLANKET PO IS NON BLANK AND BUYER IS NOT AUTHORIZED TO DO RELEASE (RLSE_AUTH_FL = N)	W	Warning: the suggested buyer cannot create blanket purchase order releases.
Est Cost would exceed PO Blanket Balance... IF SUGG BLANKET PO IS NON-BLANK, AND REQ LINE TOTAL + PO TOT_RLSD_AMT EXCEEDS BLANKET_BAL_AMT	W	Warning: the estimated amount of all requisition lines associated with the suggested blanket purchase order would cause the blanket balance amount to be exceeded.
Item not on Suggested Blanket... IF SUGGESTED BLANKET PO IS NON BLANK AND REQ LINE ITEM IS NOT ON ANY BLANKET LINE ITEMS	W	Warning: the requisition line item is not in the suggested blanket order.
Blanket Period of Performance... If Suggested Blanket PO is non-blank – Requisition Line Requested Date is less than the Blanket PO line's Period of Perf Start date or greater than Period of Perf End Date (if not zero).	W	Warning: the requested date is outside of blanket PO's period of performance dates.
Approval Process outside amount limit, approvals at the req line level. Approval process has no approval title that meet the Req Amt and amount is BELOW the MIN amt that is required for the selected approval process/title code.	W	Warning: Selected Approval Process has no approval titles with the minimum or maximum amount limit meeting the requisition line total amount. The req line status was set to Approved.

Condition	Message Type (Error/Warning)	Message
Approval Process outside amount limit, approvals at the req line level. Approval process has no approval title that meet the Req line Amt and line amount is ABOVE the MAX amt that is required for the selected approval process/title code.	E	This requisition line's estimated amount does not fit any approval title's min/max limits for the selected approval process code.
Preferred Vendor on requisition line is different from PO_HDR.VEND_ID associated with the requisition line Suggested Blanket PO.	W	Warning: This preferred vendor does not match that in the suggested blanket PO.
Quantity > 0, and value exists in Est Ext Cost Amt (Trans) in the input file/staging tables.	W	Warning: If the quantity is greater than zero, the value of the Est Ext Cost Amt will be calculated based on Est Unit Cost, and not loaded from the input file/staging table.
Date fields are not in YYYY-MM-DD format.	E	Invalid date format.
The Security Clearance System ID is invalid.	E	The Security Clearance System ID is invalid.

### Line Account

Condition	Message Type (Error/Warning)	Message
Line Account input file row exists, but there is no associated input file requisition line.	E	This line account must be associated with a requisition line.
More than one line account row exists in the input file (or staging table) with same RQ_ID/RQ_LN/ACCT_LN combination.	E	Account line numbers should be unique for a given requisition/ requisition line combination.
Account is not in ACCT, or row exists but ACTIVE_FL = N.	E	This account does not exist or is inactive.

Condition	Message Type (Error/Warning)	Message
Organization is not in ORG for user's company, or exists but ACTIVE_FL = N.	E	This organization does not exist or is inactive.
Org Abbrev is not in ORG for user's company, or exists but ACTIVE_FL = N	E	This organization abbreviation does not exist, or organization is inactive.
Invalid Org/Org Abbrev combination.	E	There is inconsistent data between org and org abbreviation entered.
Account/Org not provided, Inv Abbrev is blank for requisition line.	E	Account/Org is required if inv abbreviation has not been entered on the requisition line.
Project is not in PROJ for user's company, or exists but ACTIVE_FL = N.	E	This project does not exist or is inactive.
Project Abbrev is not in PROJ for user's company, or exists but ACTIVE_FL = N.	E	This project abbreviation does not exist, or project is inactive.
Change PAO w/Inv Abbrev - If Req line has inv abbrev, user manually change any column on account subtask.	E	Project/Account/Organization combination is inconsistent with that of the entered inventory abbreviation.
Acct/Org combination does not exist in ORG_ACCT, or exists but ACTIVE_FL = N.	E	This account/org combination either does not exist or is inactive.
Account requires Project (ACCT.PROJ_REQD_FL = Y, but Project Blank	E	This account requires a project.
Ref 1 does not exist in REF_STRUC	E	This reference number does not exist.
Ref 1 - Inactive - not used for data entry (REF_STRUC.REF_DATA_ENTRY_FL = N).	E	This reference number may not be used in data entry.
Ref 2 does not exist in REF_STRUC	E	This reference number does not exist.
Ref 2 - Inactive - not used for data entry (REF_STRUC.REF_DATA_ENTRY_FL = N).	E	This reference number may not be used in data entry.



Condition	Message Type (Error/Warning)	Message
Allocation percent =<0 PCT>100	E	Allocation must be 0 – 100%
Amount - Negative Number or Zero	E	Allocation amount must be greater than zero.
Allocation Pct Sum of all rows is not 100%	E	The total of all allocation rows percentage values must equal to 100%.
Allocated Amt Sum does not = Req Line Total Amount	E	The sum amount of all allocation rows must equal the Requisition Line Total Amount.
Req line has inv abbrev, input file has line account row, but P/A/O combination does not match that associated with the inv abbrev.	E	Project/Account/Organization combination is inconsistent with that of the entered inventory abbreviation on the associated requisition line.
Req line has inv abbrev, input file has more than one line account row associated with that req line.	E	If the associated requisition line has an inv abbrev, there can only be one line account row associated with it.
Buyer not Authorized for Project (Buyer ID not Blank) -- IF PO_SETTINGS.BUYER_PAO_CD = "I" & TOP LEVEL PROJECT IS ON BUYER_PROJ WITH ONE FLOW-DOWN FL ="Y", BUT BUYER IS NOT TIED TO THAT PROJECT OR TOP-LEVEL PROJECT W/FLOW DOWN="Y". or IF PO_SETTINGS.BUYER_PAO_CD= "E", BUYER/PROJECT, OR BUYER/TOP LEVEL PROJ W/ FLOW-DOWN FL="Y" MUST BE ON BUYER_PROJ table.	W	Warning: This buyer is not authorized for this project.
BUYER_ORG_ACCT row does not exist for specified BUYER_ID.	W	Warning: This buyer is not authorized for this organization/account.

Condition	Message Type (Error/Warning)	Message
Buyer not Authorized for Account/Org (Buyer ID not Blank) IF PO_SETTINGS. BUYER_PAO_CD = "I" & IF ORG_ACCT IS ON BUYER_ORG_ACCT TABLE, BUT BUYER (FROM RQ_LN) IS NOT TIED TO THAT ORG_ACCT IN THE BUYER_ORG_ACCT TABLE. or IF BUYER_PAO_CD = "E" BUYER/ACCT/ORG MUST BE ON BUYER_ORG_ACCT table for Req line buyer.		
Requisition Line Requested Date is less than the project's Period of Perf Start date or greater than Period of Perf End Date.	W	Warning: the requested date is outside of project's period of performance dates.
Request date outside of Acct/Org charging range – FY_CD_FR/PD_NO_FR and FY_CD_TO/PD_NO_TO.	W	Warning: The requested date is not within the account/org period of performance dates.

### Line Charges

Condition	Message Type (Error/Warning)	Message
Line Charges input file row exists, but there is no associated input file requisition line.	E	This line charge must be associated with a requisition line.
More than one line charge row exists in the input file (or staging table) with same RQ_ID/RQ_LN/CHG_LN combination.	E	Charge line numbers should be unique for a given requisition/ requisition line combination.
Line Charge does not exist in LN_CHG_TYPE	E	This line charge type does not exist.
Line Charge Amount <= 0	E	The line charge amount must be greater than zero.

Condition	Message Type (Error/Warning)	Message
Line Charge Taxable = "Y" but no SHIP ID on Req line.	E	Ship ID on requisition line is required for taxable line charges.
Line charge type already exists in another row for the same RQ_ID/RQ_LN combination.	E	Charge Code cannot be used more than once for the same requisition/ requisition line combination.
Taxable flag not Y or N	E	'Taxable' must be Y or N.

### Line Text

Condition	Message Type (Error/Warning)	Message
Line Text input file row exists, but there is no associated input file requisition line.	E	This line text must be associated with a requisition line.
Line Text Sequence Number < 0.	E	Line text sequence number must be greater than or equal to zero.
Line Text Code is not in STD_TEXT.	E	This line text code does not exist.
Line Text STD_TEXT.TEXT_CD does not have TEXT_WHERE_USED.S_HOW_USED_CD = R or P	E	This line standard text code is not eligible for use in requisitions.
Line Text already exists in another row for the same RQ_ID/RQ_LN combination.	E	Line Text cannot be used more than once for the same requisition/ requisition line combination.
Line Text Sequence Number already exists in another row for the same RQ_ID/RQ_LN combination.	E	Line Text sequence number cannot be used more than once for the same requisition/ requisition line combination.

### Header Text

Condition	Message Type (Error/Warning)	Message
Header Text input file row exists, but there is no associated input file requisition header.	E	This header text must be associated with a requisition header.
Header Text Sequence Number < 0.	E	Header text sequence number must be greater than or equal to zero.
Header Text Code is not in STD_TEXT.	E	This header text code does not exist.
Header Text STD_TEXT.TEXT_CD does not have TEXT_WHERE_USED.S_HOW_USED_CD = R or P.	E	This header standard text code is not eligible for use in requisitions.
Header Text already exists in another row for the same RQ_ID.	E	Header Text cannot be used more than once for the same requisition.
Header Text Sequence Number already exists in another row for the same RQ_ID.	E	Header Text sequence number cannot be used more than once for the same requisition.

### Requisition Line Security Clearance Validation

Condition	Message Type (Error/Warning)	Message
Security Clearance System ID does not exist in the Security Clearance Settings	E	The Security Clearance System ID is invalid.

### Requisition Line SCI/SAP Security Codes Validation

Error Warning Message	Error/Warning Condition, Resolution
The security code is invalid.	SCI/SAP Clearance Code does not exist in SCI/SAP Security Clearance.

## Requisition Line Resources

Error Warning Message	Error/Warning Condition, Resolution
The PLC is invalid.	PLC does not exist in PROJ_LAB_CAT for login user's company
The GLC is invalid.	GLC does not exist in GENL_LAB_CAT for login user's company
The State or Province is invalid.	Does not exist in MAIL_STATE
The Postal Code is invalid.	Does not exist in POSTAL_CD
The Country Code is invalid.	Does not exist in COUNTRY
The Vendor Employee is invalid.	Does not exist in VEND_EMPL for login user's company & PO Vendor
Standard message.	Entered line number contains alphanumeric characters
Line must be greater than zero.	Entered line number <= 0
Standard message	Entered line number exceeds number allowed
Negative numbers are not allowed for No. of Resources.	Entered no. of resources < 0
Negative numbers are not allowed for Total Hours.	Entered total hours < 0
Negative numbers are not allowed for Hourly Rate.	Entered hourly rate < 0
This Service ID/Rev combination is invalid.	Service ID/Rev (Item ID/Rev) combination entered/selected does not exist in ITEM table with Item Type = Service (ITEM.S_ITEM_TYPE = S), where Separate Items By Company is unchecked in Configure Product Definitions Settings (ITEM_SETTINGS_CORP.ITEMS_BY_COMP_FL = 'N') or exist for the logged in company id (ITEM.COMPANY_ID = 'logged in company ID').
This Service ID/Rev combination is not active.	Service ID/Rev (Item ID/Rev) combination entered/selected exists in ITEM table with Item Type = Service (ITEM.S_ITEM_TYPE = S), where Separate Items By Company is unchecked in Configure Product Definitions Settings (ITEM_SETTINGS_CORP.ITEMS_BY_COMP_FL = 'N') or exist for the logged in company id (ITEM.COMPANY_ID = 'logged in company ID') and Item entered/selected is inactive (ITEM.ACTIVE_FL = 'N'). [Note - applies to New line only.]

### Requisition Line SOW Validations

Error Warning Message	Error/Warning Condition, Resolution
The SOW ID/Rev combination is invalid.	SOW ID/Rev combination does not exist in SOW table for the login user's company.
The SOW ID/Rev combination is inactive.	SOW ID/Rev combination exists for the login user's company, but is inactive in SOW table. [Note - applies to New line only.]
The same SOW ID cannot be used multiple times for the same PO line, regardless of revision.	SOW ID already exists on another row for the same PO/Rlse/PO line.

### Table Updates/Inserts

This section lists the tables that are being updated by the Import Purchase Requisitions screen and the values inserted into the tables.

#### Table Name: RQ\_HDR

Column	Value/Source	Comments
AUTO_GEN_FL	N	
BUYER_ASSIGN_DT	From input file (or staging table) if requisition settings has manual buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = M). Else, if BUYER_ID is not null, load system date. Else, null.	
BUYER_ID	From input file (or staging table) if requisition settings has manual buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = M). Also from input file (or staging table) for other types of buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = C, V, I, OR P) If RQ_SETTINGS.BUYER_OVERRIDE_FL = Y. Else, null.	
COMBINE_RQ_FL	From input file (or staging table).	

Column	Value/Source	Comments
	Else, RQ_SETTINGS. DFLT_COMBINE_RQ_FL	
COMPANY_ID	User's company ID	
ENTR_DTT	Input file (or staging table). Else, System Date & Time.	
ENTR_USER_ID	User_ID	
EST_SALES_TAX_AMT	Sum of requisition line sales tax total amounts (RQ_LN. EST_SALES_TAX_AMT)	
EUR_TO_FUNC_RT	Default value [MU_CRNCY_STATUS. EURO_TO_CRNCY_RT)] for matching transaction currency code. Else if unavailable, set to 1	
GSA_FL	From input file (or staging table). Else, N.	
LAST_CHNG_DT	SYSTEM DATE	
MODIFIED_BY	User ID	
NEXT_APPRVL_SEQ_NO	0	
OVR_BUD_FL	RQ_SETTINGS. RQ_BUDG_VAL_FL	
PRINTED_FL	N	
PROCURE_TYPE_CD	From input file. Else Null.	
PROJ_ABBRV_CD	From PROJ for associated PROJ_ID. Else Null if PROJ_ID is null.	
PROJ_ID	From input file, Else Null	
RATE_GRP_ID	From input file (or staging table) Else, from multicurrency settings (MU_SETTINGS.DFLT_RT_G RP_ID) Else, null.	
ROWVERSION	0	

Column	Value/Source	Comments
RQ_APPR_PROC_CD	<p>If approvals are required at requisition header level (RQ_SETTINGS. S_APPR_PROC_ASG_CD not N, S_APPRVL_LVL_CD = R), default as follows depending upon the value of RQ_SETTINGS. S_APPR_PROC_ASG_CD.</p> <p>If "G" (Global), default RQ_SETTINGS. RQ_APPR_PROC_CD.</p> <p>If "M" (Manual), load from input file (if available); else default INVT_PROJ. RQ_APPR_PROC_CD for first requisition line (if not null), else from RQ_SETTINGS. RQ_APPR_PROC_CD.</p> <p>If "P" (Proj/Acct/Org), default from PROJ. RQ_APPR_PROC_CD or ORG_ACCT. RQ_APPR_PROC_CD for first req line.</p> <p>If "I" (Item), default RQ_APPRVL_PROC. RQ_APPR_PROC_CD from row associated with the item type of first req line (for example select value from row with PART_TYPE_FL = Y if req line is a Part, etc).</p> <p>Else null</p>	Error will be displayed if approval is required but value is not available.
RQ_DT	<p>From input file (or staging table)</p> <p>Else, system date</p>	
RQ_EXPORT_CD	Null.	
RQ_EXPORT_DTT	Null.	
RQ_ID	From input file (or staging table).	Error will be displayed if req ID is not available.
RQ_NOTES	Header Notes	
RQ_PROC_FL	N	



Column	Value/Source	Comments
RQST_EMPL_ID	From input file (or staging table)	
RQST_ORG_ID	From input file (or staging table) if available. Else EMPL_LAB_INFO.ORG_ID for matching RQST_EMPL_ID. Else null.	
RQST_PHONE_EXT_CD	From input file (or staging table) if available. Else EMPL_PHONE.PHONE_EXT_CD from row with the lowest SEQ_NO for matching RQST_EMPL_ID. Else null.	
RQST_PHONE_ID	From input file (or staging table) if available. Else EMPL_PHONE.PHONE_ID from row with the lowest SEQ_NO for matching RQST_EMPL_ID. Else null.	
RVSN_NO	0	
S_REAPPRVL_CD	N	
S_RQ_STATUS_CD	(RQ_SETTINGS. S_APPR_PROC_ASG_CD not N, S_APPRVL_LVL_CD = R for user's COMPANY_ID), if Submit for Approval = Submit Only In-Approval, value of RQ_HDR.S_RQ_STATUS_CD will be "P", "I" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively. if Submit for Approval = Submit All, value of RQ_HDR.S_RQ_STATUS_CD will be "I", "I" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively. if Submit for Approval = Submit None, value of RQ_HDR.S_RQ_STATUS_CD will be "P", "P" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively.	

Column	Value/Source	Comments
	<p>If approvals are NOT required (RQ_SETTINGS. S_APPR_PROC_ASG_CD = N for user's COMPANY_ID), if Submit for Approval = Submit Only In-Approval, value of RQ_HDR.S_RQ_STATUS_CD will be "P", "A" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively.</p> <p>if Submit for Approval = Submit All, value of RQ_HDR.S_RQ_STATUS_CD will be "A", "A" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively.</p> <p>if Submit for Approval = Submit None, value of RQ_HDR.S_RQ_STATUS_CD will be "P", "P" or "V" for Req Hdr input file Approval Status = "P", "I" or "V" respectively.</p> <p>If approvals are required at line level (RQ_SETTINGS. S_APPRVL_LVL_CD = L, S_APPR_PROC_ASG_CD not N for user's COMPANY_ID) and at least one line is "I", make this "I".</p> <p>If approvals are required at line level (RQ_SETTINGS. S_APPRVL_LVL_CD = L, S_APPR_PROC_ASG_CD not N for user's COMPANY_ID) and at least one line is "P," make this "P."</p>	
TGT_PLACE_DT	From input file (or staging table) if available. Else null.	
TIME_STAMP	System Date & Time	
TOTAL_EST_REQ_AMT	Sum of requisition line total amounts (RQ_LN. EST_RQ_LN_TOT_AMT)	

Column	Value/Source	Comments
TRN_CRNCY_CD	From input file (or staging table) Else, Functional Currency Code (GL_CONFIG.FUNC_S_CRNCY_CD).	
TRN_CRNCY_DT	From input file (or staging table) Else, current date.	
TRN_FREEZE_RT_FL	Set to N if RQ_HDR.S_RQ_STATUS_CD = P(ending) Else set to Y.	
TRN_SALES_TAX_AMT	Sum of requisition line sales tax total amounts (RQ_LN.TRN_SALES_TAX_AMT)	
TRN_TO_EUR_RT	Default value [1/MU_CRNCY_STATUS.EURO_TO_CRNCY_RT]] for matching transaction currency code (TRN_CRNCY_CD). Else if unavailable, set to 1	
TRN_TO_EUR_RT_FL	Set to Y if the transaction currency is a Euro currency (row exists in MU_CRNCY_STATUS table with matching TRN_CRNCY_CD). Else set to N.	
TRN_TOTAL_REQ_AMT	Sum of requisition line total amounts (RQ_LN.TRN_RQ_LN_TOT_AMT)	
SUBC_AGR_FL	Input file	
US_CITIZEN_FL	Input file (SUBC_AGR_FL = Y). Else Null.	
ITAR_AUTH_FL	Input file (SUBC_AGR_FL = Y). Else Null.	
SEC_CLR_CD	Input file (SUBC_AGR_FL = Y). Else Null.	
AGENCY_NAME	Input file (SUBC_AGR_FL = Y). Else Null.	

**Table Name: RQ\_HDR\_TEXT**

Column	Value/Source
MODIFIED_BY	User ID
ROWVERSION	0
RQ_ID	From input file (or staging table)
SEQ_NO	From input file (or staging table). Ver 6.0 only – CP2006 MM006: For automatically loaded rows as per logic below, default in the original sequence number from the standard text row (even if it is a duplicate of existing sequence numbers).
TEXT_CD	From input file (or staging table). Ver 6.0 only – CP2006 MM006: Also automatically default in all Standard Text Codes with Where-Used = Purchase Requisition and Automatically Default = Y (TEXT_WHERE_USED. S_WHERE_USED_CD = R and AUTODFLT_FL = Y). Exclude standard text rows that have already been added via the input file (or staging table). These additional rows should load after any rows from input file and with their original default sequence numbers.
TIME_STAMP	System Date & Time

**Table Name: RQ\_HDR\_APPRVL**

Populated if RQ\_SETTINGS.S\_APPRVL\_LVL\_CD = R & RQ\_HDR.S\_RQ\_STATUS\_CD = I.

Check the Req Settings S\_APPRVL\_LVL\_CD to determine if approval processes are to be assigned at the header or line level. If approvals are done at the header level, always leave the RQ\_LN approval process code null. If approvals are done at the line level, always leave the RQ\_HDR approval process code null. See write-up.

Column	Value/Source
APPRVL_DTT	Null
APPRVL_EMPL_ID	Null
APPRVL_NOTES	Null
APPRVL_SEQ_NO	APPRVL_PROC_TITLE. APPRVL_SEQ_NO
APPRVL_USER_ID	Null
CHK_ORG_FL	APPRVL_PROC_TITLE. CHK_ORG_FL
CHK_PROJ_FL	APPRVL_PROC_TITLE. CHK_PROJ_FL

Column	Value/Source
COMPANY_ID	
MODIFIED_BY	User ID
NEXT_SEQ_FL	All rows with an approval type of electronic or both electronic & signature (RQ_HDR_APPRVL. S_RQ_APPR_TYPE = E or B), and with the lowest approval sequence number APPRVL_SEQ_NO (it is possible to have more than one approval title with the same sequence number) will have their NEXT_SEQ_FL set to "Y." Others will have it set to "N."
PAO_APPRVL_FL	APPRVL_PROC_TITLE. PAO_APPRVL_FL
QC_APPRVL_FL	APPRVL_PROC_TITLE. QC_APPRVL_FL
ROWVERSION	0
RQ_APPR_TITLE_DC	APPRVL_PROC_TITLE. RQ_APPR_TITLE_DC
RQ_ID	From RQ_HDR.RQ_ID
RVSNO	0
RSN_CD	Null
S_RQ_APPR_TYPE	APPRVL_PROC_TITLE. S_RQ_APPR_TYPE
S_RQ_APPRVL_CD	P
S_RSN_WH_USED_CD	Null
TIME_STAMP	System Date & Time

**Table Name: RQ\_LN**

Column	Value/Source
APPROVAL_DT	If saved as approved, load system date. Null
BILL_CYCLE_CD	Null
BILL_CYCLE_PAY_AMT	0
BOM_CONFIG_CD	From input file (or staging table), else null
BUYER_ASSIGN_DT	From line input file (or staging table) if requisition settings has manual buyer assignment (RQ_SETTINGS. S_BUYER_ASSIGN_CD = M). Else, if RQ_LN.BUYER_ID is not null, load system date.

Column	Value/Source
	<p>Else, if header input file (or staging table) RQ_HDR.BUYER_ID is loaded (as per BUYER_ID logic below), load from header input file RQ_HDR.BUYER_ASSIGN_DT (if available).</p> <p>Else, if header input file (or staging table) does not have RQ_HDR.BUYER_ASSIGN_DT, load system date.</p> <p>Else, null.</p>
BUYER_ID	<p>From input file (or staging table) if requisition settings has manual buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = M.</p> <p>Also from input file (or staging table) for other types of buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = C, V, I, OR P) If RQ_SETTINGS.BUYER_OVERRIDE_FL = Y.</p> <p>Else, from header input file (or staging table) if requisition settings has manual buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = M.</p> <p>Also from header input file (or staging table) for other types of buyer assignment (RQ_SETTINGS.S_BUYER_ASSIGN_CD = C, V, I, OR P) If RQ_SETTINGS.BUYER_OVERRIDE_FL = Y.</p> <p>Else, load as follows depending upon the value of RQ_SETTINGS.S_BUYER_ASSIGN_CD.</p> <p>If "P" (Proj/Acct/Org), default BUYER_PROJ. BUYER_ID or BUYER_ORG_ACCT.</p> <p>BUYER_ID from row with DEFAULT_FL = Y corresponding to the project or account/org of requisition line. If "V" (Preferred Vendor), default BUYER_VEND. BUYER_ID corresponding to the Preferred Vendor on the requisition line. If "I" (Item/Misc Type), default ITEM.BUYER_ID corresponding to the requisition line item. If "C" (Commodity), default COMM. BUYER_ID corresponding to the requisition line item commodity code (ITEM.COMM_CD).</p> <p>Else, null.</p>

Column	Value/Source
CERT_OF_CNFRM_FL	From input file (or staging table) only if RQ_SETTINGS.COFC_OVERRIDE_FL = Y for user's COMPANY_ID. If flag = N, load from PART_PROJ. CERT_OF_CNFRM_FL for associated project. If PART_PROJ row does not exist, load from PART.CERT_OF_CNFRM_FL. Else, N.
CLIN_ID	From input file (or staging table), else null
COMM_CD	From input file (or staging table) Else, if Item is entered, load from ITEM. Else, Null
COMPL_DT	Null
DEL_TO_FLD	From input file (or staging table) Else, Space
DROP_SHIP_FL	From input file (or staging table) Else, N
EST_LN_CHG_TAX_AMT	Sum of all line charge rows for the requisition line (SUM of RQ_LN_CHG. SALES_TAX_AMT rows for matching RQ_ID/RQ_LN_KEY).
EST_NET_UNIT_AMT	Converted from TRN_NET_UNIT_AMT
EST_RQ_LN_CHG_AMT	Sum of all line charge rows for the requisition line (SUM of RQ_LN_CHG. CHG_CST_AMT rows for matching RQ_ID/RQ_LN_KEY).
EST_RQ_LN_EXT_AMT	If Quantity > 0, Value = RQSTD_QTY * EST_NET_UNIT_AMT. Else, convert from TRN_RQ_LN_EXT_AMT.
EST_RQ_LN_TOT_AMT	EST_RQ_LN_EXT_AMT + EST_RQ_LN_CHG_AMT + EST_SALES_TAX_AMT
EST_SALES_TAX_AMT	Sum of (a) requisition line sales tax amount + (b) total of sales tax amount of all taxable line charge rows for that requisition line. If RQ_LN.TAXABLE_FL=Y, calculate requisition line sales tax = (RQ_LN. EST_RQ_LN_EXT_AMT * RQ_LN. SALES_TAX_RT).

Column	Value/Source
	<p>If RQ_LN_CHG. TAXABLE_FL=Y, for each taxable requisition line charge, calculate sales tax = (RQ_LN_CHG. CHG_CST_AMT * RQ_LN.SALES_TAX_RT). Add them to get total line charge sales tax amount.</p> <p>Use Sales Tax Rate associated with the requisition line Ship ID (SALES_TAX_CD. SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to RQ_LN.SHIP_ID).</p>
GENERATED_AMT	0
GENERATED_QTY	0
IND_CLASS_CD	<p>From input file (or staging table)</p> <p>Else, if requisition line type is M, load LN_CHG_TYPE.IND_CLASS_CD.</p> <p>Else, if requisition line type is not M, load ITEM.IND_CLASS_CD.</p> <p>Else, Null.</p>
INVT_ABBRV_CD	<p>From input file (or staging table)</p> <p>Else, Null</p>
ITEM_ID	<p>From input file (or staging table)</p> <p>Else, space</p>
ITEM_KEY	
ITEM_RVSN_ID	<p>From input file (or staging table)</p> <p>Else, null</p>
MANUF_ID	<p>From input file (or staging table)</p> <p>Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART.MANUF_ID from row with matching VEND_ID.</p> <p>Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART.MANUF_ID from row with ALT_PART.PREF_FL = Y. If the ITEMS_BY_COMP_FL = N, DB selects on ALT_PART should only allow rows with a company ID of null or equal to the user's company ID.</p>



Column	Value/Source
	Else, null.
MANUF_PART_ID	<p>From input file (or staging table)</p> <p>Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. MANUF_PART_ID from row with matching VEND_ID.</p> <p>Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. MANUF_PART_ID from row with ALT_PART.PREF_FL = Y. If the ITEMS_BY_COMP_FL = N, DB selects on ALT_PART should only allow rows with a company ID of null or equal to the user's company ID.</p> <p>Else, space.</p>
MANUF_PART_RVSN_ID	<p>From input file (or staging table)</p> <p>Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. MANUF_PART_RVSN_ID from row with matching VEND_ID.</p> <p>Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. MANUF_PART_RVSN_ID from row with ALT_PART.PREF_FL = Y. If the ITEMS_BY_COMP_FL = N, DB selects on ALT_PART should only allow rows with a company ID of null or equal to the user's company ID.</p> <p>Else, space.</p>
MIL_SPEC_ID	<p>From input file (or staging table)</p> <p>Else, PART.MIL_SPEC_ID if requisition line type is part (ITEM. S_ITEM_TYPE = P).</p> <p>Else, null.</p>
MISC_LN_CHG_TYPE	<p>From input file (or staging table)</p> <p>Else, null</p>
MODIFIED_BY	User ID

Column	Value/Source
NEXT_APPRVL_SEQ_NO	0
NSN_ID	From input file (or staging table) Else, PART.NSN_ID if requisition line type is part (ITEM. S_ITEM_TYPE = P). Else, null.
OP_ID	From input file (or staging table) Else, null
ORDER_REF_ID	From input file (or staging table) Else, space.
ORDER_REF_LN_KEY	Same as ORDER_REF_LN_NO
ORDER_REF_LN_NO	From input file (or staging table). Else 0.
OVRSHIP_ALLOW_FL	From input file (or staging table). Else, if requisition line type =M, load LN_CHG_TYPE.OVRSHIP_ALLOW_FL. Else, if requisition line type is not M, load ITEM.OVRSHIP_ALLOW_FL.
PERF_END_DT	From input file (or staging table) Else, null
PERF_START_DT	From input file (or staging table) Else, null
PLANNER_ID	From input file (or staging table) Else, if Inv Abbrev is loaded, default value based on PC_SETTINGS. S_PLANNER_ASSIGN_CD. If "N" load NET_GRP.PLANNER_ID corresponding to INVT_PROJ.NET_GRP_ID. If "I" load INVT_PROJ.PLANNER_ID. If "P" load PART.PLANNER_ID associated with the line part. If "C" load COMM.PLANNER_ID associated with the line part. Else, null
PREF_QUOTE_ID	From input file (or staging table) Else, space.
PREF_VEND_ID	From input file (or staging table). Else, if Suggested Blanket PO is entered on the requisition line, load associated PO_HDR.VEND_ID. Else, if quote is assigned, load QT_HDR.VEND_ID.

Column	Value/Source
	<p>Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in that row's ITEM_VEND.VEND_ID.</p> <p>Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), but a row exists in ALT_PART for that part with ALT_PART.PREF_FL = Y, load in that row's VEND_ID.</p> <p>Else, null.</p>
PROCURE_TYPE_CD	<p>From input file (or staging table)</p> <p>Else, null</p>
QC_REQD_FL	<p>From input file (or staging table) only if RQ_SETTINGS.QC_REQD_OVRIDE_FL = Y for user's COMPANY_ID.</p> <p>If flag = N, load from PART_PROJ.QC_REQD_FL for associated project.</p> <p>If PART_PROJ row does not exist load from PART.QC_REQD_FL.</p> <p>Else, if the Miscellaneous Type is not null, load LN_CHG_TYPE.QC_REQD_FL</p> <p>Else, N</p>
RECPT_TOL_PCT_RT	<p>From input file (or staging table). Note – To be consistent with Enter Requisition application, round to 2 decimals even though database allows up to 4 decimals.</p> <p>Else, if ITEM_SETTINGS.RECPT_TOL_FL = N, or if ITEM.OVRSHIP_ALLOW_FL = N, default 0.</p> <p>Else, if requisition line type is not M, load ITEM.RECPT_TOL_PCT_RT.</p> <p>Else, if requisition line type is M, default to 0.</p>
ROWVERSION	0
RQ_APPR_PROC_CD	<p>If approvals are required at requisition line level (RQ_SETTINGS.S_APPR_PROC_ASG_CD not N, S_APPRVL_LVL_CD = L), default as follows depending upon the value of RQ_SETTINGS.S_APPR_PROC_ASG_CD.</p> <p>If "G" (Global), default RQ_SETTINGS.RQ_APPR_PROC_CD.</p>

Column	Value/Source
	<p>If "M" (Manual), load from input file (if available); else default INVT_PROJ. RQ_APPR_PROC_CD for associated line (if not null); else from RQ_SETTINGS. RQ_APPR_PROC_CD.</p> <p>If "P" (Proj/Acct/Org), default from PROJ. RQ_APPR_PROC_CD or ORG_ACCT. RQ_APPR_PROC_CD for associated line.</p> <p>If "I" (Item), default RQ_APPRVL_PROC. RQ_APPR_PROC_CD from row associated with the item type of the requisition line (for example select value from row with PART_TYPE_FL = Y if req line is a Part, etc). Else null</p>
RQ_DT	From RQ_HDR.RQ_DT
RQ_EST_CST_TYPE_CD	<p>From input file (or staging table). Else, load RQ_EST_CST_TYPE. RQ_EST_CST_TYP_CD from row with the lowest non-zero PREF_SEQ_NO having an associated non-zero cost in ITEM_CST (for cost types IL, IS, IR) or ITEM_PROJ_CST (for cost types PL, PS, PR.). If it equals zero, read the costs value for the type with the next lowest sequence number. Else, null.</p>
RQ_ID	From input file (or staging table).
RQ_LN_DESC	<p>If new line and no description is provided, load from LN_CHG_DESC if Misc Line Charge Type is entered and ITEM_DESC if Item is entered.</p> <p>For new req line and Item is entered – If the PD Settings Allow Description Change flag = N, ignore the description (if any) in the input file. If the PD Settings Allow Description Change flag = Y, use input file description if provided.</p> <p>For existing req line, if Item is changed - Default in the description from Item. If the PD Settings Allow Description Change flag = N, ignore the description (if any) in the input file. If the PD Settings Allow Description Change flag = Y, use input file description if provided; else use the item default.</p> <p>For existing req line, if Item is not changed - If the Line Type is "G" (Good) or "S" (Service),</p>

Column	Value/Source
	and Allow Description Change in Purchasing - Goods and Services is not checked in Product Definition Settings, always load from ITEM_DESC. If Line Type is P(part), and Allow Description Change in Purchasing - Part is not checked in Product Definition Settings, always load from ITEM_DESC. If the PD Settings Allow Description Change flag = Y in both cases, load the description from the input file (if provided); else use existing req line description.
RQ_LN_KEY	System assigned, same as RQ_LN_NO.
RQ_LN_NO	From input file (or staging table).
RQ_LN_PROC_FL	N
RQ_LN_RVSN_NO	0
RQ_LN_UM_CD	From input file (or staging table). Else, Order U/M for line item (ITEM_UM.UM_CD where S_UM_TYPE = O) if it exists Else, Default U/M for line item (ITEM.DFLT_UM_CD). If Misc Type Code is entered or changed, load from LN_CHG_TYPE.UM_CD corresponding to the RQ_LN.MISC_LN_CHG_TYPE
RQST_DT	From input file (or staging table).
RQST_INT_NOTES	From input file (or staging table). Else, space.
RQSTD_QTY	From input file (or staging table). Else, 0.
S_ORD_REF_TYPE_CD	From input file (or staging table). Else, null.
S_PO_LN_TYPE	If item is entered, load ITEM.S_ITEM_TYPE. Else if misc type is entered load "M"
S_REAPPRVL_CD	Null
S_RQ_STATUS_CD	If approvals are required at requisition line level (RQ_SETTINGS. S_APPR_PROC_ASG_CD not N, S_APPRVL_LVL_CD = L for user's COMPANY_ID), if Submit for Approval = Submit Only In-Approval, value of RQ_LN.S_RQ_STATUS_CD

Column	Value/Source
	<p>will be "P," "I," or "V" for Req Ln input file Approval Status = "P," "I," or "V" respectively.</p> <p>if Submit for Approval = Submit All, value of RQ_LN.S_RQ_STATUS_CD will be "I," "I" or "V" for Req Ln input file Approval Status = "P," "I" or "V" respectively.</p> <p>if Submit for Approval = Submit None, value of RQ_LN.S_RQ_STATUS_CD will be "P," "P" or "V" for Req Ln input file Approval Status = "P," "I" or "V" respectively.</p> <p>If approvals are NOT required (RQ_SETTINGS. S_APPR_PROC_ASG_CD = N for user's COMPANY_ID),</p> <p>if Submit for Approval = Submit Only In-Approval, value of RQ_LN.S_RQ_STATUS_CD will be "P," "A" or "V" for Req Ln input file Approval Status = "P," "I" or "V" respectively.</p> <p>if Submit for Approval = Submit All, value of RQ_LN.S_RQ_STATUS_CD will be "A," "A" or "V" for Req Ln input file Approval Status = "P," "I" or "V" respectively.</p> <p>if Submit for Approval = Submit None, value of RQ_LN.S_RQ_STATUS_CD will be "P," "P" or "V" for Req Ln input file Approval Status = "P," "I" or "V" respectively.</p> <p>If approval is at the header level (RQ_SETTINGS. S_APPRVL_LVL_CD = R , S_APPR_PROC_ASG_CD not N for user's COMPANY_ID), default to RQ_HDR. S_RQ_STATUS_CD, unless input file value is "V" (Void) in which case leave it as "V."</p>
SHIP_ID	<p>From input file (or staging table).</p> <p>Else, null.</p>
SHIP_VIA_FLD	<p>From input file (or staging table).</p> <p>Else, space.</p>
SO_LN_COMP_KEY	
SRCE_INSP_FL	<p>From input file (or staging table) only if RQ_SETTINGS. SRCE_INSP_OVRD_FL = Y for user's COMPANY_ID.</p> <p>If flag = N, load from PART_PROJ. SRCE_INSP_FL for associated project.</p> <p>If PART_PROJ row does not exist, load from PART.SRCE_INSP_FL.</p>

Column	Value/Source
	Else, N.
SUG_BLKT_PO_ID	From input file (or staging table). Else, if requisition line is an item on an existing Open blanket PO line with a S_PURCH_AGRMT_CD of "S" or "A" (and meets other criteria as per write-up section), load the Blanket PO_ID. Else, null.
TAXABLE_FL	From input file (or staging table). Else, load Y or N depending upon PO_SETTINGS. S_PO_TAXABLE_TYPE. If it is T, load Y. If it is N, load N. If it is I, check ITEM_SETTINGS. Depending upon the requisition line type load Y or N based on Y or N values for PART_TAXABLE_FL, GOOD_TAXABLE_FL, SERV_TAXABLE_FL. For miscellaneous lines check LN_CHG_TYPE. TAXABLE_FL.
TGT_PLACE_DT	From input file (or staging table). Else, from header input file (or staging table). Else, null.
TIME_STAMP	System Date & Time
TRN_BILL_CYCLE_AMT	0
TRN_GENERATED_AMT	0
TRN_LN_CHG_TAX_AMT	Sum of all line charge rows for the requisition line (SUM of RQ_LN_CHG. TRN_LN_CHG_TAX_AMT rows for matching RQ_ID/RQ_LN_KEY).
TRN_NET_UNIT_AMT	From input file (or staging table). Else, if RQ_EST_CST_TYP_CD is loaded on the line (see above) load the associated non-zero cost from ITEM_CST (for cost types IL, IS, IR) or ITEM_PROJ_CST (for cost types PL, PS, PR.). Else, if quote is assigned, load QT_LN_BRK. TRN_NT_UN_CST_AMT. Else, 0.
TRN_RQ_LN_CHG_AMT	Sum of all line charge rows for the requisition line (SUM of RQ_LN_CHG. TRN_CHG_CST_AMT rows for matching RQ_ID/RQ_LN_KEY).

Column	Value/Source
TRN_RQ_LN_EXT_AMT	If Quantity > 0, Value = RQSTD_QTY * TRN_NET_UNIT_AMT Else, from input file (or staging table).
TRN_RQ_LN_TOT_AMT	TRN_RQ_LN_EXT_AMT + TRN_LN_CHG_AMT + TRN_SALES_TAX_AMT + TRN_LN_CHG_TAX_AMT
TRN_SALES_TAX_AMT	Sum of (a) requisition line sales tax amount + (b) total of sales tax amount of all taxable line charge rows for that requisition line. If RQ_LN.TAXABLE_FL=Y and PO_SETTINGS.CALC_TAX_FL=Y, calculate requisition line sales tax = (RQ_LN. TRN_RQ_LN_EXT_AMT * RQ_LN. SALES_TAX_RT). If RQ_LN_CHG.TAXABLE_FL=Y and PO_SETTINGS.CALC_TAX_FL=Y, for each taxable requisition line charge, calculate sales tax = (RQ_LN_CHG.TRN_CHG_CST_AMT * RQ_LN.SALES_TAX_RT). Add them to get total line charge sales tax amount. Use Sales Tax Rate associated with the requisition line Ship ID (SALES_TAX_CD. SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to RQ_LN.SHIP_ID).
USER_RVSN_FLD	From Input File (or staging tables) if ITEM_SETTINGS_CORP. USE_PART_RVSN_FL = N. Else, ITEM.ITEM_LAST_RVSN_ID.
VEND_PART_ID	From input file (or staging table) Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART.VEND_PART_ID from row with matching VEND_ID. Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. VEND_PART_ID from row with ALT_PART.PREF_FL = Y. If the ITEMS_BY_COMP_FL = N, DB selects on ALT_PART should only allow rows with a



Column	Value/Source
	company ID of null or equal to the user's company ID. Else, space.
VEND_PART_RVSN_ID	From input file (or staging table) Else, if requisition line item is a part with a preferred vendor associated with it (row exists in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. VEND_PART_RVSN_ID from row with matching VEND_ID. Else, if requisition line item is a part without a preferred vendor associated with it (row does not exist in ITEM_VEND with PREF_VEND_CD = Y), load in ALT_PART. VEND_PART_RVSN_ID from row with ALT_PART.PREF_FL = Y. If the ITEMS_BY_COMP_FL = N, DB selects on ALT_PART should only allow rows with a company ID of null or equal to the user's company ID. Else, space.
VOID_REJECT_DT	If line status is "V" (Void), load system date. Else Null
WHSE_ID	From input file (or staging table). Else, if inv abbreviation is loaded, default in the associated INVT_PROJ.WHSE_ID. Else, null.
US_CITIZEN_FL	Input File (SUBC_AGR_FL = Y). Else Null.
ITAR_AUTH_FL	Input File (SUBC_AGR_FL = Y). Else Null.
SEC_CLR_CD	Input File (SUBC_AGR_FL = Y). Else Null.
AGENCY_NAME	Input File (SUBC_AGR_FL = Y). Else Null.

**Table Name: RQ\_LN\_ACCT**

Column	Value/Source	Comments
ACCT_ID	(a) From input file (or staging table). Else (b) If a valid Inventory Abbreviation code is entered in the input file (or staging table), load INVT_ABBRV_CD. MATL_ACCT_ID.	

Column	Value/Source	Comments
	Else (c) If Project Account Abbreviation is entered in the input file (or staging table), the Project/Account Abbreviation and the Account Group of the Project are looked up in the Account Entry Groups table to get the Account.	
CST_AMT	Convert from TRN_CST_AMT	
CST_AMT_PCT_RT	From input file (or staging table). Note – To be consistent with Enter Requisition application, round to 2 decimals even though database allows up to 4 decimals.	
MODIFIED_BY	User ID	
ORG_ABBRV_CD	(a) From input file (or staging table). Else (b) If Org is entered, ORG. ORG_ABBRV_CD. Else (d) Null.	
ORG_ID	(a) From input file (or staging table). Else (b) If a valid Inventory Abbreviation code is entered in the input file (or staging table), load INVT_ABBRV_CD. MATL_ORG_ID. Else (c) If the Project is supplied, load PROJ.ORG_ID.	
PROJ_ABBRV_CD	(a) From input file (or staging table). Else (b) If project is entered, PROJ. PROJ_ABBRV_CD. Else (d) Null.	
PROJ_ACCT_ABBRV_CD	(a) From input file (or staging table). Else (c) Null.	
PROJ_ID	(a) From input file (or staging table).	

Column	Value/Source	Comments
	Else (b) If a valid Inventory Abbreviation code is entered, load INVT_ABBRV_CD. PROJID. Else (d) Null.	
REF_STRUC_1_ID	(a) From input file (or staging table). Else (c) Null.	
REF_STRUC_2_ID	(a) From input file (or staging table). Else (c) Null.	
ROWVERSION	0	
RQ_ID	From Input file (or staging table)	
RQ_LN_KEY	RQ_LN.RQ_LN_KEY	
SUB_KEY	System assigned. One for each Account Line. If the data being processed is a change to an existing line account row, the value from the existing row is used.	
TIME_STAMP	System Date & Time	
TRN_CST_AMT	From Input file (or staging table)	Do not save if value = 0.

**Table Name: RQ\_LN\_APPRVL**

Populated if RQ\_SETTINGS. S\_APPRVL\_LVL\_CD = L & RQ\_HDR.S\_RQ\_STATUS\_CD = I.

Check the Req Settings S\_APPRVL\_LVL\_CD to determine if approval processes are to be assigned at the header or line level. If approvals are done at the header level, always leave the RQ\_LN approval process code null. If approvals are done at the line level, always leave the RQ\_HDR approval process code null. See write-up.

Column	Value/Source
APPRVL_DTT	Null
APPRVL_EMPL_ID	Null
APPRVL_NOTES	Null
APPRVL_SEQ_NO	APPRVL_PROC_TITLE. APPRVL_SEQ_NO
APPRVL_USER_ID	Null
CHK_ORG_FL	APPRVL_PROC_TITLE. CHK_ORG_FL

Column	Value/Source
CHK_PROJ_FL	APPRVL_PROC_TITLE. CHK_PROJ_FL
COMPANY_ID	
MODIFIED_BY	User ID
NEXT_SEQ_FL	Row with the lowest value of associated RQ_LN_APPRVL. APPRVL_SEQ_NO will have this flag equal to "Y" (could be multiple rows). Others will have it set to "N."
PAO_APPRVL_FL	APPRVL_PROC_TITLE. PAO_APPRVL_FL
PAO_APPRVL_FL	APPRVL_PROC_TITLE. PAO_APPRVL_FL
QC_APPRVL_FL	APPRVL_PROC_TITLE. QC_APPRVL_FL
ROWVERSION	0
RQ_APPR_TITLE_DC	APPRVL_PROC_TITLE. RQ_APPR_TITLE_DC
RQ_ID	From input file (or staging table).
RQ_LN_KEY	RQ_LN.RQ_LN_KEY
RQ_LN_RVSN_NO	0
RSN_CD	Null
S_RQ_APPR_TYPE	APPRVL_PROC_TITLE. S_RQ_APPR_TYPE
S_RQ_APPRVL_CD	P
S_RSN_WH_USED_CD	Null
TIME_STAMP	System Date & Time

**Table Name: RQ\_LN\_TEXT**

Column	Value/Source
MODIFIED_BY	User ID
ROWVERSION	0
RQ_ID	From input file (or staging table).
RQ_LN_KEY	RQ_LN.RQ_LN_KEY
TEXT_CD	From input file (or staging table). In addition, For each req line, search the ITEM_TEXT, PROJ_TEXT and ITEM_PROJ_TEXT for that part, project and part/project respectively. Only add those text codes with a S_WHERE_USED_CD = "P" and/or "R" on the

Column	Value/Source
	TEXT_WHERE_USED table. Do not include duplicate text codes.
S_TEXT_SRCE_CD	Fill in the S_TEXT_SRCE_CD based on the table the text code was pulled from: "I" for Item text, "P" for Project text, and "R" for ITEM_PROJ_TEXT.
SEQ_NO	From input file (or staging table)
TIME_STAMP	System Date & Time

**Table Name: RQ\_LN\_CHG**

Column	Value/Source
CHG_CST_AMT	Converted from TRN_CHG_CST_AMT
CHG_DESC	From input file (or staging table). Else LN_CHG_TYPE.LN_CHG_DESC
LN_CHG_TYPE	From input file (or staging table).
MODIFIED_BY	User ID
ROWVERSION	0
RQ_ID	From input file (or staging table).
RQ_LN_KEY	RQ_LN.RQ_LN_KEY
SALES_TAX_AMT	If RQ_LN_CHG. TAXABLE_FL=Y, calculate (RQ_LN_CHG.CHG_CST_AMT * RQ_LN.SALES_TAX_RT).  Use Sales Tax Rate associated with the requisition line Ship ID (SALES_TAX_CD. SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to RQ_LN.SHIP_ID). Else 0.
SUB_KEY	System assigned. One for each Charge Line.
TAXABLE_FL	From input file (or staging table). Else LN_CHG_TYPE.TAXABLE_FL
TIME_STAMP	System Date & Time
TRN_CHG_CST_AMT	From input file (or staging table)
TRN_SALES_TAX_AMT	If RQ_LN_CHG. TAXABLE_FL=Y, calculate (RQ_LN_CHG.TRN_CHG_CST_AMT * RQ_LN.SALES_TAX_RT).

Column	Value/Source
	Use Sales Tax Rate associated with the requisition line Ship ID (SALES_TAX_CD. SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to RQ_LN.SHIP_ID). Else 0.

**Table Name: RQ\_LN\_NOTES**

Column	Value/Source
MODIFIED_BY	User ID
ROWVERSION	0
RQ_ID	From input file (or staging table)
RQ_LN_KEY	RQ_LN.RQ_LN_KEY
RQ_LN_TX	From input file (or staging table).
TIME_STAMP	System Date & Time

**Table Name: RQ\_HDR\_SCISAP**

This applies only if RQ\_HDR.SUBC\_AGR\_FL=Y. Else, ignore input file value (do not insert row).

Column	Value/Source
RQ_ID	Input file
SCISAP_CLR_CD	Input file
ROWVERSION	
MODIFIED BY	
TIME_STAMP	

**Table Name: RQ\_HDR\_SOW**

Column	Value/Source
RQ_ID	Input file
SOW_KEY	
SOW_ID	Input file
SOW_RVSN_ID	Input file
ROWVERSION	
MODIFIED_BY	
TIME_STAMP	

**Table Name: RQ\_LN\_SCISAP**

This applies only if RQ\_HDR.SUBC\_AGR\_FL = Y. Else, ignore input file value (do not insert row).

Column	Value/Source
RQ_ID	Input file
RQ_LN_KEY	
SCISAP_CLR_CD	Input file
ROWVERSION	
MODIFIED_BY	
TIME_STAMP	

**Table Name: RQ\_LN\_RESOURCE**

This applies only if RQ\_HDR.SUBC\_AGR\_FL = Y. Else, ignore input file value (do not insert row).

Column	Value/Source
RQ_ID	Input file
RQ_LN_KEY	
RESOURCE_LN_KEY	Input file
RSRCE_LN_NO	
ITEM_KEY	Input file
ITEM_ID	Input file
ITEM_RVSN_ID	Input file
RESOURCE_DESC	Input file or derived
NO_OF_RESOURCES	Input file
HRS	Input file
LAB_RT_AMT	Derived
TRN_LAB_RT_AMT	Input file
BILL_LAB_CAT_Cd	Input file
GENL_LAB_CAT_Cd	Input file
CITY_NAME	Input file
MAIL_STATE_DC	Input file
POSTAL_CD	Input file
COUNTRY_CD	Input file
ROWVERSION	

Column	Value/Source
MODIFIED_BY	
TIME_STAMP	

**Table Name: RQ\_LN\_RSRCE\_VEND**

This applies only if RQ\_HDR.SUBC\_AGR\_FL = Y. Else, ignore input file value (do not insert row).

Column	Value/Source
RQ_ID	Input file
RQ_LN_KEY	
RSRCE_LN_KEY	Input file
VEND_EMPL_ID	Input file
COMPANY_ID	Login User company
ROWVERSION	
MODIFIED_BY	
TIME_STAMP	

**Table Name: RQ\_LN\_SOW**

Column	Value/Source
RQ_ID	Input file
RQ_LN_KEY	
SOW_KEY	
SOW_ID	Input file
SOW_RVSN_ID	Input file
ROWVERSION	
MODIFIED_BY	
TIME_STAMP	



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