

GENERATING EXPENDITURE REQUEST FORM

1. Navigate to RPI PR-Department > Requisitions > Requisitions

In requisition window

4.1a click View (menu)

4.2b click Request (menu)

4.3c click Submit a New Request (button)

4.4d click Single Request > OK.

The screenshot shows the 'Requisitions' window in a software application. The 'View' menu is open, and the 'Request' option is highlighted. The window displays a table with columns: Item, Rev, Category, Description, UOM, and C. The 'Request' button is also visible at the bottom right.

File Edit **View** Folder Tools Window Help

4.1a View Navigator

Op Find... Find All Query By Example Recorg

Translations... Attachments...

N Summary/Details 4.1b Requests

Item Rev Category Description UOM C

Destination Type Requester Organization Location Subinventory Source Supplier Site Contact Phone

Catalog... Distributions Submit for Approval

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

4.1c

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Submit a New Request

What type of request do you want to run?

☒ **Single Request**
This allows you to submit an individual request.

☐ Request Set
This allows you to submit a pre-defined set of requests.

4.1d

Select the Number of Days to View:

2. In the name field – type "RPI Expenditure Request Form" > Tab > Put the PR# > OK

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is highlighted with a red box and labeled '4.2a'. The 'Parameters' sub-dialog is open, showing the 'PR Number' field with the value '292' highlighted by a red box and labeled '4.2b'. The 'OK' button in the 'Parameters' dialog is highlighted with a red box and labeled '4.2c'. The 'Submit Request' dialog has fields for 'Name', 'Operating Unit', 'Parameters', 'Language', 'Run the Job', 'Upon Completion...', 'Layout', 'Notify', and 'Print to'. The 'Submit' button is at the bottom right.

3. Click Submit button > (Select another request) > click NO

The screenshot shows the 'Submit Request' dialog box. The 'Submit' button is highlighted with a red box and labeled '4.3a'. The 'Decision' sub-dialog is open, showing the message 'Request submitted. (Request ID = 230020088)' and the question 'Submit another request?'. The 'No' button is highlighted with a red box and labeled '4.3b'. The 'Submit Request' dialog has fields for 'Name', 'Operating Unit', 'Parameters', 'Language', 'Run the Job', 'Upon Completion...', 'Layout', 'Notify', and 'Print to'. The 'Submit' button is at the bottom right.

- [illegible]

- Rose Pharmacy, Inc.
3rd Floor FLC Center Hernan Cortes St. Subangdaku Mandaue City, Cebu

Supplier: PRINCE WAREHOUSE CLUB										PR Number: 295				
Request Type: NEW										Expenditure Type: OPEX				
Reason For Request: TEST-062817														
Requested By: CABELUNA, Ms. PEARL MARIE GILLANA										Dept. Approver: ARIANAS, Ms. LINDSAY ANNE LIM				
Department: Marketing			Status: Approved			Date: 28-JUN-17			Status: Approved			Date: 28-JUN-17		
No	Item Description	Unit	U Price	Qty	Line Total	Account	Location	Department	Vendor					
									Vendor 2	V 2 Price	Vendor 3	V 3 Price		
1	TEST	PCS	24.50	5	122.50	OFFICE SUPPLIES	CEBU A - SM	STORE OPERATIONS	TEST4	36.00	TEST5	25.00		
2	TEST	PCS	24.50	5	122.50	OFFICE SUPPLIES	CERUJA - AYALA	STORE OPERATIONS	TEST4	30.00	TEST5	25.00		
3	TEST	PCS	24.50	15	367.50	OFFICE SUPPLIES	ROSE PHARMACY INCORPORATED	MARKETING	TEST4	36.00	TEST5	25.00		
4	TEST	PCS	16.00	50	800.00	OFFICE SUPPLIES	ROSE PHARMACY INCORPORATED	MARKETING	TEST2	11.00	TEST3	10.50		
Grand Total					1,112.50									
Notes: TEST ONLY														
Reviewed By: AMAHAN, Mr. RAYMART LACAGA										Approved By: CLEMEN, Ms. EVELYN BARDILAS				
Status: Approved					Date: 28-JUN-17					Status: Approved				
										Date: 28-JUN-17				

This is **only valid for payment** if attached with Approved PO and Supplier Invoice.

