

ePurchasing DCS Features and Edits

1/20/2004

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| 1. | Requisition must contain at least one account |
| 2. | Requisition must be within FO authority |
| 3. | Requisition Item and account total must match |
| 4. | Vendor must be a V or P vendor |
| 5. | <i>NEW - Document allows multiple payments</i> |
| 6. | <i>NEW - Credit memo is ALLOWED</i> |
| 7. | Document total must not exceed check type limit |
| 8. | All subcodes on document must be low risk |
| 9. | Reportable subcode requires a V vendor. WH Ind cannot be blank, B or F |
| 10. | <i>NEW - Accounts may be flagged with "P" for partial and "F" for final liquidation</i> |
| 11. | Manual check number must be Xnnnnn |
| 12. | Manual check can not have % discount type |
| 13. | Combined payments cannot exceed the check type limit |
| 14. | <i>NEW - Payments against GL accounts and Revenue subcodes are allowed</i> |