Set Default Delivery Address

Once a default address is set, users will only need to enter their room number.

Either populate the room number when you set the default building or populate each time.

Set a default building in the KFS REQ once and it will populate all future REQs.
Entering Account Codes

Under Items, valid account, object codes, and a percentage must be entered. Click the plus sign to add.

Enter an account number, object code, and percentage. Click the + icon to add the info.

Click the $ icon to open the accounting line fields.
Submitting a KFS Requisition

The final steps are to click the calculate button and then the submit button. After submitting, review the confirmation message at the top of the screen.

Finally, click the Calculate button and then the Submit button.