

REQUISITION Shortcuts:

LookUp shortcuts use a semicolon (;), an abbreviation for a dictionary item, and a value or range of values to help you isolate a specific record or group of records.

Shortcuts	Looks Up	Data Element		Code	Description
S	current status	REQ.CURRENT.STATUS	—————>	U	In Progress (Unfinished)
DA	date	REQ.DATE		N	Not Approved
B	buyer	REQ.BUYER		O	Outstanding
BN	buyer name	REQ.BUYER.NAME		P	PO Created
I	default initiator	REQ.DEFAULT.INITIATOR		G	RFG Created
IN	initiator name	REQ.INITIATOR.NAME			
V	vendor	REQ.VENDOR			
VN	miscellaneous sort	REQ.MISC.SORT			
CC	commodity codes	REQ.COMMODITY.CODES			
GL	general ledger account number	REQ.GL.NO			
SD	ship dates	REQ.SHIP.DATES			

For example:

At the Requisitions LookUp prompt on the Requisition Maintenance (REQM) form, you can enter ;S O to retrieve all requisitions with a current status of “Outstanding.”

In this example:

The entry ;S O causes the LookUp processor to search the REQ.CURRENT.STATUS dictionary item in the REQUISITIONS file for the value “O,” which is code for the “Outstanding” status.

Technical Tip:

Some LookUp shortcuts require you to enter a code or a date as a search value. Be sure to enter codes **exactly** as they appear in the record. Be sure to enter any dates you use in shortcut searches in your institution’s specific data-entry format and to use leading zeros.

Lookup Operands: You can also use operands with your LookUp shortcuts. Operands are defined in the following table:

Operand	Definition
> or GT	Greater Than
>= or GE	Greater Than or Equal To
< or LT	Less Than
<= or LE	Less Than or Equal To
= or EQ	Equal To
<> or NE	Not Equal To
MATCHES	Find values that exactly match
LIKE	Find values like
UNLIKE	Find values not like

An example of using an operand with a LookUp shortcut might be the following:

;DA LE 12/31/01 - This LookUp returns all requisitions with a date on or before (less than or equal to) December 31, 2001.

LookUp shortcuts are defined on the File Resolution Defaults (UTRE) form in the application in which the file you are searching on is stored.

The REQUISITIONS file is stored in the Colleague Finance (CF) application, so you must access the UTRE form from the CF application to modify the list of LookUp shortcuts for purchase orders.

Your system administrator can modify the list of LookUp shortcuts on the UTRE form.