

Requisition – Database Documentation

Entity

Requisition

The Requisition entity represents internal purchase requests submitted by departments or individuals to procure goods or services. Requisitions serve as the initial step in the procurement lifecycle and typically progress through approval workflows before becoming purchase orders. This entity supports purchasing controls, approval governance, budget validation, and audit tracking of procurement requests.

Related Entities

The Requisition entity is related to the following business entities:

- **Purchase Orders**
Approved requisitions may be converted into purchase orders.
 - **Vendors**
Vendors may be identified during the requisition process.
 - **Approval Tracks**
Requisitions typically require approval workflows.
 - **General Ledger Accounts**
Requisitions may reserve funds through encumbrances.
 - **Persons**
Individuals may act as requesters or approvers.
 - **Budgets**
Requisitions may be validated against available budgets.
-

Key Tables

REQ_HEADER

Table Description

The REQ_HEADER table stores high-level information about requisitions including requestor details, dates, status, and financial totals. Each record represents a single requisition.

Key Columns

Requisition Identification

- **REQ_NUM**
Unique requisition number.
- **REQ_STATUS**
Status of the requisition.

Key Column Values (REQ_STATUS)

- **N** – New
 - **P** – Pending approval
 - **A** – Approved
 - **R** – Rejected
 - **C** – Cancelled
-

Requestor Information

- **REQUESTOR_ID**
Identifier of the individual submitting the requisition.
 - **DEPT_CDE**
Department submitting the request.
-

Dates

- **REQ_DATE**
Date the requisition was created.
- **NEED_BY_DATE**
Requested fulfillment date.
- **APPROVAL_DATE**
Date approved.

Financial Information

- **REQ_TOTAL**
Total requisition amount.
- **TAX_AMT**
Total tax amount.
- **FREIGHT_AMT**
Total freight amount.

Other Important Columns

- **VENDOR_ID**
Vendor identifier if known.
- **TERMS_CODE**
Payment terms.
- **SHIP_TO_CODE**
Delivery location.

Relationships to Other Tables

- **REQ_DETAIL**
Joined using REQ_NUM to retrieve requisition line items.
- **PERSON**
Joined using REQUESTOR_ID.
- **APPROVAL_TRK_CTL**
Links requisitions to approval workflows.
- **GL_MASTER**
Links requisitions to financial accounts.

REQ_DETAIL

Table Description

The REQ_DETAIL table stores line-level details of requisitions. Each record represents an individual item or service requested.

Key Columns

Line Identification

- **REQ_NUM**
Requisition number (foreign key to REQ_HEADER).
 - **LINE_NUM**
Line item number.
-

Item Information

- **ITEM_DESC**
Description of the requested item or service.
 - **QTY_REQUESTED**
Quantity requested.
 - **UNIT_PRICE**
Price per unit.
 - **LINE_TOTAL**
Total line amount.
-

Accounting Information

- **ACCT_CDE**
General ledger account code.
 - **SUBSID_CDE**
Subsidiary ledger code.
-

Fulfillment Tracking

- **QTY_ORDERED**
Quantity ordered after PO creation.

- **QTY_RECEIVED**
Quantity received.
-

Relationships to Other Tables

- **REQ_HEADER**
Parent requisition.
 - **PO_DETAIL**
Links requisition lines to purchase order lines.
 - **GL_MASTER**
Links accounting information.
-

REQ_APPROVAL

Table Description

The REQ_APPROVAL table tracks approval activity associated with requisitions including approvers, approval status, and approval dates.

Key Columns

- **REQ_NUM**
Requisition identifier.
- **APPROVER_ID**
Person responsible for approval.
- **APPROVAL_STATUS**
Approval status indicator.

Key Column Values (APPROVAL_STATUS)

- **P** – Pending
 - **A** – Approved
 - **R** – Rejected
 - **APPROVAL_DATE**
Date of approval action.
-

Relationships to Other Tables

- **REQ_HEADER**
Links approvals to requisitions.
 - **PERSON**
Links approval actions to individuals.
 - **APPROVAL_TRK_DTL**
Links to approval track definitions.
-