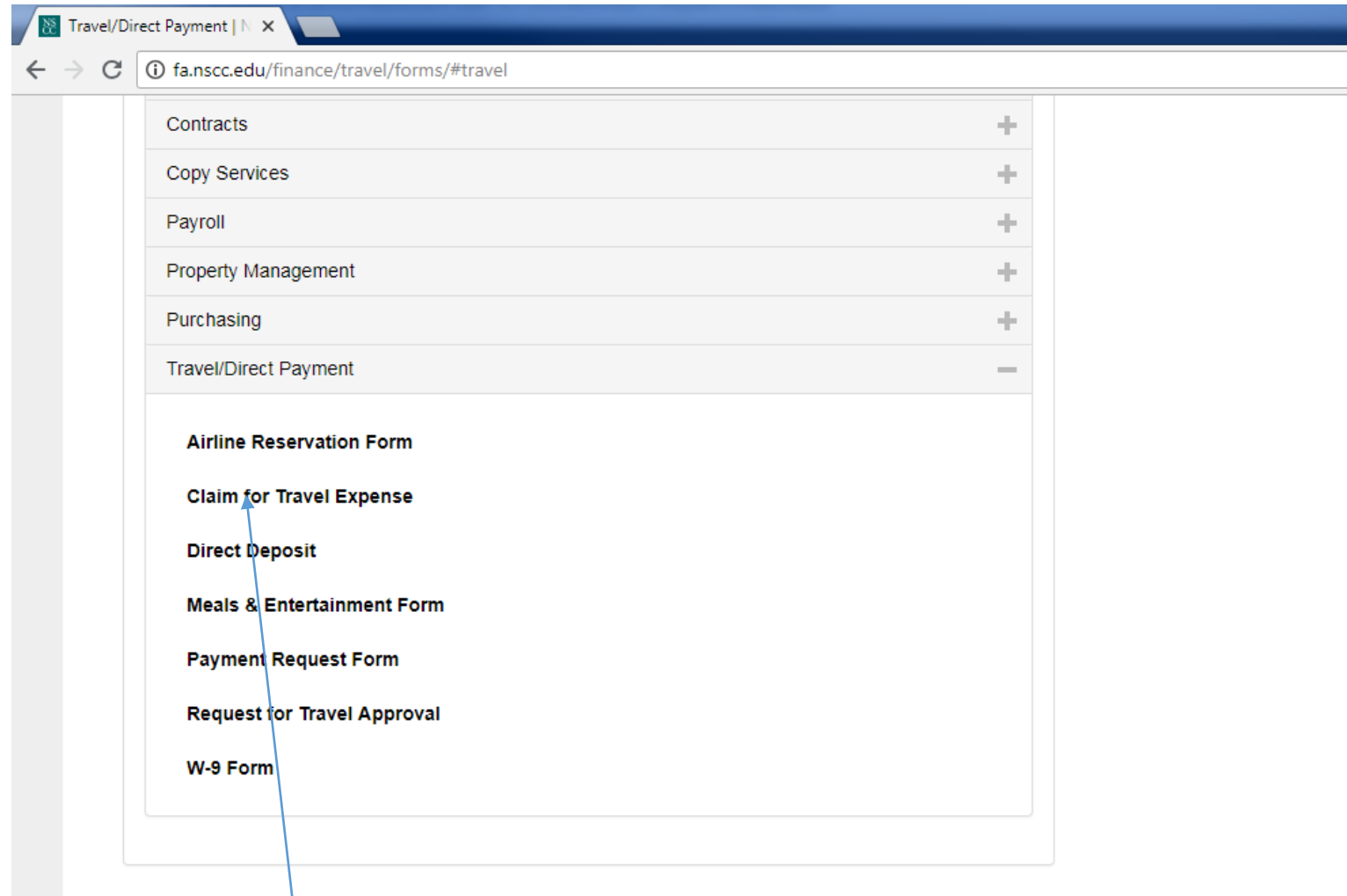


How to Submit an Approved Travel Claim





1. You can the open the Claim for Travel form in the Forms & Documents section of the Travel/Direct Payment on the Finance website.

Travel Form

This form is for Nashville State Community College employees that wish to get Pre-Approval for Travel or to file a claim for Travel Expense. Once this form is completed we will e-mail you the completed travel form so you are able to submit via SciQuest.

Do you want to load a previously saved form?

No

Travel Type

Travel Claim

Is this a claim based on a Pre-Approved Travel?

Yes

Approved Form's Travel Number

Next

2. If you are continuing a Non-Approved Travel Claim then choose Yes and provide the Travel Number
3. Change the Travel Type to Travel Claim
4. Select Yes on the Pre-Approved Travel Question
5. Fill in the Travel Number of the Pre-Approved Form.
6. Click Next to continue

Travel Form TVMKG39LV18

This page of the travel form is where you will enter your Nashville State E-mail Address along with your Residence address. This address will be used for calculating your mileage.

Traveler's NSCC E-Mail Address

john.smith@nscs.edu

Traveler's Residence Address Line 1

123 Main Street

Traveler's Residence Address Line 2

Apt 413

Traveler's Residence City

Nashville

Traveler's Residence State

TN - Tennessee


Traveler's Residence Zip Code

37209

Next

7. On this page you will see the Travel Number. If your previously done Approval was found then your claim will be partially completed for you.
8. Provide your NSCC E-mail Address
9. Also, provide your residence address, which is used from your commute mileage calculation.
10. Click Next to continue. Note whenever you move to the next page your Non-Approved Travel Claim will automatically be saved

Date

07/09/2018 

Traveler's Home Campus

Main Campus ▼

Purpose of Travel

Did you Travel this Day?

Yes ▼

Trip Itinerary	Add Start

11. On the following pages you will enter your actual travel activities for each day of your travel.
12. Choose the Date of Travel
13. Select your Home Campus
14. Provide a Purpose of your travel for the given day
15. If you have travel on the given day you will need to provide your travel Itinerary or choose No

Date

07/09/2018



Traveler's Home Campus

Main Campus



Purpose of Travel

Did you Travel this Day?

Yes



Trip Itinerary

Add Start

16. If you did not travel on a given you can go to page
17. To start your travel itinerary you will need a starting location. In this Example we will traveling to Houston Texas for a Conference.
18. To start the process you will need to click on the Add Start button

The screenshot shows a web form titled "Add Starting Point". Below the title is a label "Stop Type" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Home", "NSCC Campus", "TBR Institution", "High School", "Additional Pre-defined Location", and "Other". The "Home" option is currently selected and highlighted with a blue background.

19. On the following screen you will choose your starting point of you travel

20. From the dropdown you can choose from several stop types:

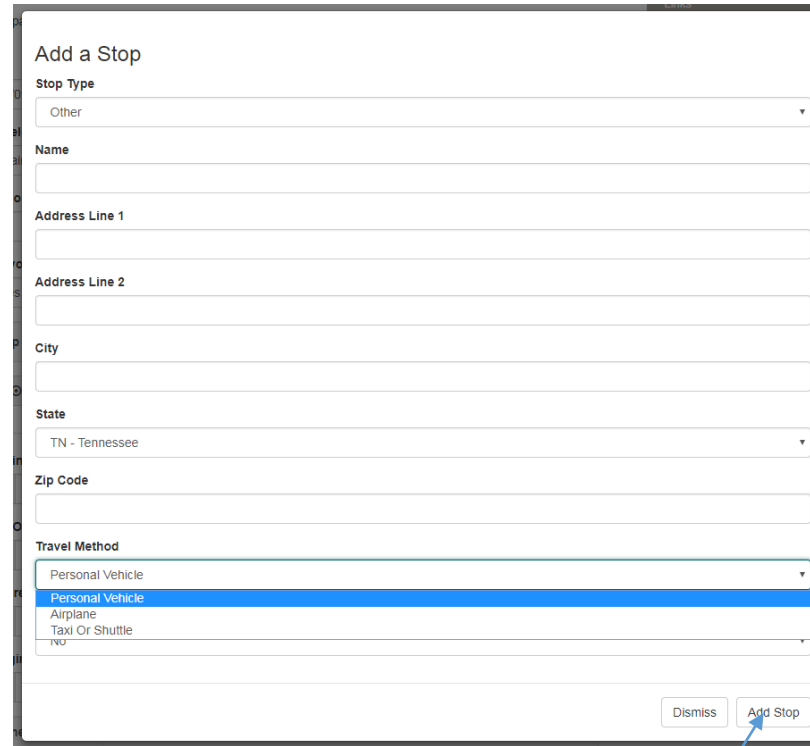
- Home – This is your residence address you provide on the pervious page
- NSCC Campus – This is a list all NSCC Campus
- TBR Institutions – This is a list of common TBR Intuitions
- High School – This is a list of local area High Schools Intuitions
- Additional Pre-defined Location – This is a list of some commonly used places
- Other – If your location is not provide you can manually enter their address

21. For this example we are choosing home as the starting point



Trip Itinerary		Add Stop
📍	Home	 

22. Now they you have a starting point you need to provide at least one stop
23. To do this we will click the Add Stop button



The image shows a web form titled "Add a Stop". It contains several input fields: "Stop Type" (a dropdown menu with "Other" selected), "Name", "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu with "TN - Tennessee" selected), and "Zip Code". Below these is a "Travel Method" dropdown menu with three options: "Personal Vehicle", "Airplane", and "Taxi Or Shuttle". At the bottom right of the form are two buttons: "Dismiss" and "Add Stop". A blue arrow originates from the "Add Stop" button and points down towards the text of step 27 in the list below.

24. For the Next stop in our example we are headed to the Nashville Airport to catch an Airplane to Houston
25. Since this address is not in the previous stop list we will choose Other as an Stop Type and manually key in the address of the Nashville Airport
26. We also have to choose the travel method
 - Personal Vehicle – Choosing this method will calculate the mileage between the given stops
 - Airplane – Choosing this method will show us that you traveled by air so no mileage is preformed
 - Taxi or Shuttle - Choosing this method will show us that you traveled by taxi or shuttle so no mileage is preformed
27. Once we keyed in the address we choose Add Stop

Trip Itinerary

Add Stop

📍	Home	✎	🗑
A	Nashville Airport	✎	🗑
	Reason		
✈	Houston Airport	✎	🗑
	Reason		

28. You need to repeat the previous step until all stops have been added. Note: you are only required to fill in stops where your personal vehicle is used, that way mileage will be calculated correctly.
29. Once stops are added you will need to provide a reason as to why you visited the stop.
30. You can also Edit or Delete any of the Stops

Parking Expenses <input type="text" value="\$ 0"/>	Registration Expenses <input type="text" value="\$ 0"/> None ▼									
Taxi Or Shuttle Expenses <input type="text" value="\$ 0"/>	Individual Meal Expenses <input type="text" value="\$ 0"/>									
Airfare Expenses <input type="text" value="\$ 0"/> Prepay ▼	Partial Day Meal Expenses <input type="text" value="\$ 0"/>									
Lodging Expenses <input type="text" value="\$ 0"/>	Full Day Meal Expenses <input type="text" value="\$ 0"/>									
Other Expenses <table border="1"> <tr> <td><input type="text" value="Description"/></td> <td><input type="text" value="\$ 0"/></td> <td>None ▼</td> </tr> <tr> <td><input type="text" value="Description"/></td> <td><input type="text" value="\$ 0"/></td> <td>None ▼</td> </tr> <tr> <td><input type="text" value="Description"/></td> <td><input type="text" value="\$ 0"/></td> <td>None ▼</td> </tr> </table>		<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼	<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼	<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼
<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼								
<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼								
<input type="text" value="Description"/>	<input type="text" value="\$ 0"/>	None ▼								
<div> Previous Delete Day Copy Day Add Day Review </div>										

31. Once your travel itinerary is complete you will need to provide an actual list of travel expenses

32. If the travel department paid in advance for these expense please indicate by choosing Prepay in the dropdown

33. Once you are done with this given travel day you can choose from the buttons at bottom to move to the next step.

For this Example we will choose Review

- Previous – Moves you to the Previous page or day
- Delete Day – Will Delete the current travel day
- Copy Day – Will Copy the current travel day
- Add Day – Will create a blank travel day
- Review – Will go to the review section

TRAVELER'S INFORMATION +

MONDAY, JUL 09, 2018 TRAVEL -

Number of Stops: 2
Total Milage: 36.31
Total Commute Milage: 25.38
Adjusted Mileage: 10.93
Mileage Reimbursement: \$5.14
Total Expenses: \$1,285.00
Total Expenses + Mileage: \$1,290.14
Total Prepays: \$950.00
Total Balance: \$1,290.14
[Commute Map](#)
[Route Map](#)

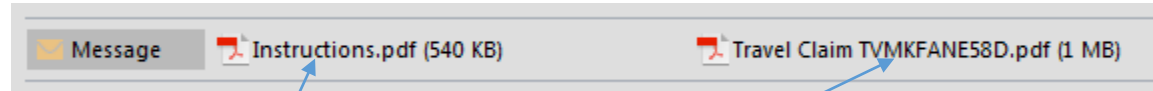
Expense List +
Prepaid List +

EditDelete

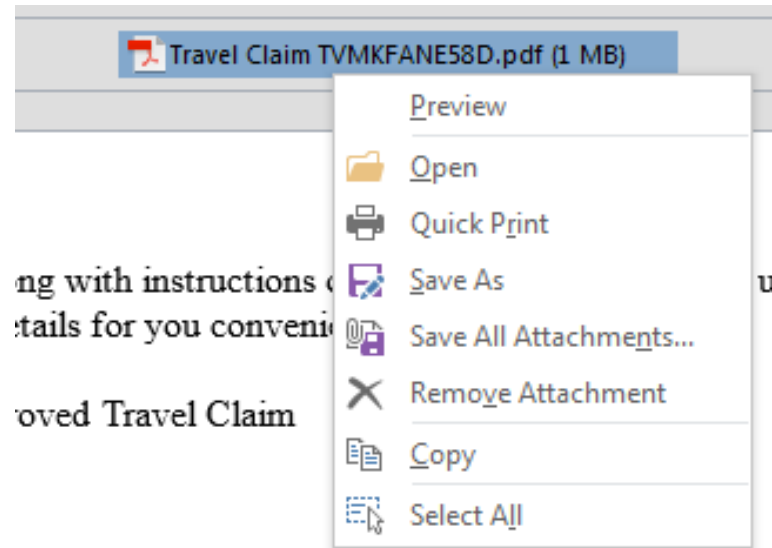
TRAVEL APPROVAL SUMMARY +

PreviousNext

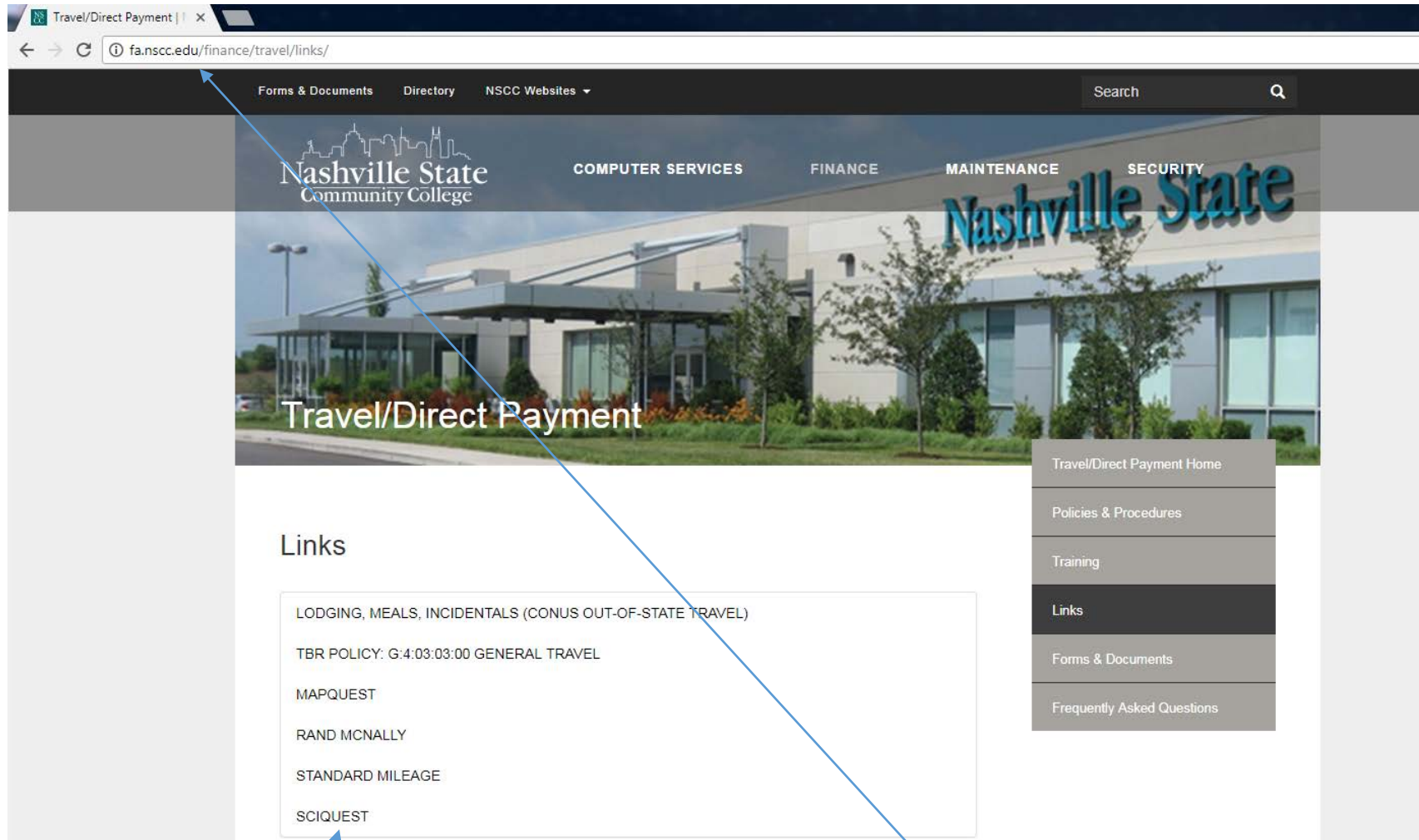
34. The Review page has three or more sections. The first section is your information that you provide. The last section is your Travel Claim Summary for the entire trip. The middle section are your travel day summary, one for each day.
35. In the travel day section you will see a breakdown of all your day Total Mileage
36. Also, provided for you are the maps for commute (if used) and your route for that day
37. Once you verified that all information is correct you can click Next



- 38. You should receive an email from the Travel Department with your Generated Approved Travel Claim
- 39. This email will contain either 2 attachments
- 40. The first attachment Instructions is an summary of the following steps
- 41. The Approved Travel Claim attachment is the Actual Non-Approved Travel Claim form that you will need to attach in SciQuest



42. In order to submit your Approved Travel Claim in SciQuest you will need to download the Approved Travel Claim attachment
43. To do this right click on the Approved Travel Claim attachment and choose Save As. Follow the steps to save the attachment. Make sure you note the location of where the Approved Travel Claim is saved!



44. Log into SciQuest.

45. You can the link for SciQuest in the Links section of the Travel/Direct Payment on the Finance website.
SciQuest can also we found at the Computer Services Website.

The screenshot shows the SciQuest Form User interface. On the left is a dark teal sidebar with navigation links: Home, Shop, Documents, Contracts, and Reporting. The top header bar is light gray and contains the Nashville State Community College logo, the user name 'SciQuest Form User', and icons for favorites, a flag, a notification bell, a shopping cart with '0.00 USD', and a search bar labeled 'Search (Alt+Q)'. Below the header, a breadcrumb trail reads 'Shop > Shopping > Shopping Home > Home/Shop'. A message box on the left states 'This is The TEST environment!'. The main content area features a 'Forms' section with three buttons: 'Direct Pay Form', 'Travel Approval/ Non-Approved Claim', and 'Approved Travel Claim'. Below this is a 'My Resources' section with the email 'purchasing@nsc.c.edu', the phone number '+1 615-353-3303', and a 'Site Map' link.

46. Once you are logged in, choose the form that was noted in the e-mail from the Travel Department to use.
Note: Depending on you SciQuest access you may see more then what is shown

Travel Approval/Non-Approved Claim

Available Actions: Add and go to CartGoClose

Travel Approval?

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A travel form is required to be attached to this form along with any receipts.

Supplier Info?

Email (HTML Body): something@nscc.edu

Enter Supplier

or
Supplier Search

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Custom Supplier Distribution selected

Reimbursement Detail?

Catalog No.

Price:

Internal Attachments

Add Attachments

Check Distribution?

Instructions

Select Method of Check Distribution (check will be mailed to address given unless designated below)

Method of Check Distribution

Please select...

Special Instructions or Pick-up by

250 characters remaining

expand | clear

47. Enter you're A Number, since you are the one claiming your Approved Travel Claim

Travel Approval/Non-Approved Claim Available Actions: Add and go to Cart **Go** **Close**

Travel Approval ?

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A **travel form** is required to be attached to this form along with any receipts.

Supplier Info ?

Email (HTML Body): something@nscs.edu
Enter Supplier
or
Supplier Search

Distribution
The system will distribute purchase orders using the method(s) indicated below:
 Custom Supplier Distribution selected

Reimbursement Detail ?

Catalog No.
Price:

Internal Attachments

Check Distribution ?

Instructions
Select Method of Check Distribution (check will be mailed to address given unless designated below)
Method of Check Distribution
Special Instructions or Pick-up by
250 characters remaining [expand](#) | [clear](#)

48. Once the Supplier is selected you need to fill out the details of your Approved Travel

49. Add the Travel Number from your Approved Travel to the Catalog No. Field

50. Add the Price from your Approved Travel form

51. You will need to attach your Approved Travel form that you previously saved. To do this Click on the 'Add Attachments' button. Then Select the travel form file using the next screen

Check Distribution ?

Instructions

Select Method of Check Distribution (check will be mailed to address given unless designated below)

Method of Check Distribution

Please select... ▼

Special Instructions or Pick-up by

250 characters remaining expand | clear

Professional Development ?

This Section should only be completed when the Direct Payment is used for Professional Development reimbursement.

Approved Amount

Internal Use Only ?

52. The final step is to choose the Method of Check Distribution, if require complete the Special Instructions or pick-up Section

Note: The Professional Development Section will only be needed for Professional Development Reimbursement and Internal Use Only section is to be completed by the Travel/Direct Payment Office

Travel Approval/Non-Approved Claim

Available Actions: Add and go to CartGoClose

Travel Approval?

This form allows users to process Travel Approvals or Non-Approved Travel Claims. A [travel form](#) is required to be attached to this form along with any receipts.

Supplier Info?

Email (HTML Body): something@nscc.edu

Supplier SciQuest Form User [more info...](#)
[select different supplier](#)

Fulfillment Address Fulfillment Center 1: (preferred)
PO Box 45555
Nashville, TN 37209

Distribution
The system will distribute purchase orders using the method(s) indicated below:
[Custom Supplier Distribution](#) selected

Reimbursement Detail?

Catalog No. TVMKG39LV18

Price: 1,290.14

Internal Attachments
[Add Attachments](#)

Check Distribution?

Instructions Select Method of Check Distribution (check will be mailed to address given unless designated below)

Method of Check Distribution Direct Deposit

Special Instructions or Pick-up by

53. Once the Travel form is filled out, select the Go button at the top of the page

Home

Shop

Documents

Contracts

Reporting

Nashville State Community College

SciQuest Form User

★

🚩

🔔

🛒 1,290.14 USD

Search (Alt+Q) 🔍

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 2039521 - Draft Requisition

Shopping Cart for SciQuest Form User

Continue Shopping

1 Item(s) for a total of **1,290.14** USD

Proceed to Checkout

 or

Assign Cart

Name this cart: 2017-10-19 Forms 01

Have you made changes?

Update

🖨️

💬 Help

Empty Cart

Create New Cart

Perform an action on (0 items selected)...

Select All

SciQuest Form User [more info...](#)

Product Description	Unit Price	Quantity	Total
<div> <div>📄</div> <div> Travel Approval/Non-Approved Claim <div>open form...</div> </div> </div> <div> <div>Part Number</div> <div>TVMKG39LV18</div> </div> <div> <div>Commodity Code</div> <div> <input type="text"/> <div>Required field</div> </div> </div> <div> <div>Taxable</div> <div><input type="checkbox"/></div> </div>	1,290.14	1	1,290.14
			<div>Update</div> <div>More Actions</div>
Supplier subtotal			1,290.14 USD

view cart history

54. Once the Approved Travel form is added to your cart you will need to provide a Commodity Code
55. For Travel you will always use Commodity Code 924 Educational Services!

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 1,290.14 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 2039521 - Draft Requisition

Shopping Cart for SciQuest Form User

Continue Shopping


1 Item(s) for a total of **1,290.14 USD**

Proceed to Checkout or Assign Cart

Name this cart: 2017-10-19 Forms 01

Have you made changes?

Print Help Empty Cart Create New Cart Perform an action on (0 items selected)... Select All

Product Description		Unit Price	Quantity	Total
 Travel Approval/Non-Approved Claim open form...	Part Number TVMKG39LV18 Commodity Code <input type="text" value="924"/> Educational Services Taxable <input type="checkbox"/>	1,290.14 <input type="button" value="Update"/>	1	1,290.14 <input type="button" value="More Actions"/>
Supplier subtotal				1,290.14 USD

[view cart history](#)

56. Once the Commodity Code is added you will choose either Proceed to Checkout or Assign to Cart .
If you have Requisition Access then choose Proceed to Checkout else choose Assign to Cart.

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2029521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

You have completed the required information in this step. At this point, you can do the following:
Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition PR Approvals PO Preview Comments Attachments

Summary Shipping Billing Accounting Codes

Chart Fund Organization

Chart	Fund	Organization
H	110001	Nashville State Community College

Activity Location

Hide value descriptions

Assign Close

Vijay's Soccer Supply more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay Form more info... Accounting Codes (same as header)			150.00	1	150.00 USD

Supplier subtotal 150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 150.00
Total 150.00 USD

57. If you selected Assign Cart you will be prompt to Assign to the selected person by clicking Assign. Once assigned your submission is complete.

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > General - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: PO Type

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide value descriptions

General ?

These values apply to all lines unless specified by line item

Cart Name 2017-10-19 Forms 01 edit

Description no value

Prepared by SciQuest Form User

PO Clauses no clause

PO Type no value Required field

For selected line items Add to Favorites Go

Vijay's Soccer Supply more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Direct Pay Form more info... General (same as header)			150.00	1	150.00 USD	
Supplier subtotal						150.00 USD	

Shipping, Handling, and Tax charges are calculated and shown by each supplier. The values shown here are for estimation purposes. Product shipping and handling...

Subtotal 150.00

58. If you choose Proceed to Checkout then you will come to following screen.

59. Under the General Tab you will need to update the PO Type by selecting the Required field link

Home Shop Documents Contracts Reporting

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: PO Type
- Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide header Hide value descriptions

General

Cart Name 2017-10-19 Forms 01

Description

Prepared by SciQuest Form User

PO Type Send the PO to the Supplier Required field

Save Cancel

Shipping

Billing

Bill To

Nashville State Community College
accountspayable@nsc.edu
120 White Bridge Road
Nashville, TN 37209
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date no value

Accounting Codes

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	no value	350	no value	no value
Nashville State Community	Undesignated E And G		SciQuest Dummy	Required field	Academic Support		

60. From the drop down box you will choose "Send the PO to the Supplier"

61. Select Save when done

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User
150.00 USD
Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Shipping - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Assign Cart

Return to shopping cart
Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

Required field: Shipping address

Requisition

PR Approvals

PO Preview

Comments

Attachments (1)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Shipping

These values apply to all lines unless specified by line item

Ship To

Shipping address

no address

Required field

edit

For selected line items
Add to Favorites
Go

Vijay's Soccer Supply

more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Direct Pay Form			150.00	1	150.00 USD
Ship To (same as header)					edit
Supplier subtotal					150.00 USD
Subtotal					150.00
Total					150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

62. Under the Shipping Tab you will need to update the Shipping address by selecting the Required field link

Home Shop Documents Contracts Reporting

Nashville State Community College

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Shipping - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Shipping address

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Hide value descriptions

Shipping

There value applies to all lines unless specified by line item

Ship To

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses Main Campus

To choose a different address, [click here](#)

Address Details

Attn: SciQuest Form User

Address Line 1 120 White Bridge Road

City Nashville

State TN

Zip Code 37209

Country United States

Save Cancel

Vijay's Soccer Supply more info...

Product Description

1 Direct Pay Form more info...

Shipping, Handling, and Tax charges are calculated and charged by each supplier

Shipping	Unit Price	Quantity	Ext. Price
	150.00	1	150.00 USD
Supplier subtotal			150.00 USD
Subtotal			150.00
Total			150.00 USD

63. From the drop down box you will choose “Main Campus.” If your home campus is different than the Main Campus you will select that campus instead
64. Select Save when done

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

☆

🚩

🔔

🛒 150.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Assign Cart

Return to shopping cart

Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

Required field: Account

Requisition

PR Approvals

PO Preview

Comments

Attachments (1)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	no value	350	no value	no value
Nashville State Community College	Undesignated E And G		SciQuest Dummy	Required field	Academic Support		

edit

For selected line items

Add to Favorites

Go

Vijay's Soccer Supply

more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Direct Pay Form			150.00	1	150.00 USD
	Accounting Codes (same as header)					

edit

Supplier subtotal

150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

150.00

Total

150.00 USD

65. Under the Accounting Codes Tab you will need to update the Account by selecting the Required field link

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Accounting Codes

These values apply to all line items unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H Select from profile values... Select from all values... Clear selected value...	110001 Select from profile values... Select from all values... Clear selected value...	no value Clear selected value...	99998 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value... Required field	350 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value...	no value Clear selected value...	
								recalculate / validate values

Save Cancel

Accounting Codes (same as header)

Supplier subtotal 150.00 USD

Subtotal 150.00

Total 150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

66. Under the Account you will need to update the Account by selecting the Select from all values link

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Accounting Codes

These values apply to all line items specified by line item.

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H Select from profile values... Select from all values... Clear selected value...	110001 Select from profile values... Select from all values... Clear selected value...	no value Clear selected value...	99998 Select from profile values... Select from all values... Clear selected value...	74500 Hide all values... Clear selected value... Required field	350 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value...	no value Clear selected value...	

recalculate / validate values

Save Cancel

Supplier subtotal 150.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 150.00

Total 150.00 USD

67. For In-state travel you will need to use account 73100

68. Select Save when done

SciQuest Form User 150.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Assign Cart

Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info

Accounting Codes

These values apply to all line items specified by line item.

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location	add split
H Select from profile values... Select from all values... Clear selected value...	110001 Select from profile values... Select from all values... Clear selected value...	no value Clear selected value...	99998 Select from profile values... Select from all values... Clear selected value...	74500 Hide all values... Clear selected value... Required field	350 Select from profile values... Select from all values... Clear selected value...	no value Select from all values... Clear selected value...	no value Clear selected value...	

recalculate / validate values

Save Cancel

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Supplier subtotal	150.00 USD
Subtotal	150.00
Total	150.00 USD

70. For In-state travel you will need to use 73100

71. Select Save when done

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

Nashville State Community College

SciQuest Form User

★

🚩

🔔

🛒 125.00 USD

Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - 2039521 - Draft Requisition

General

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Submit Requisition

Assign Cart

Return to shopping cart

Continue Shopping

✔ You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition

PR Approvals

PO Preview

Comments

Attachments (2)

History

Summary

Shipping

Billing

Accounting Codes

Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Fund	Organization Description	Org	Account	Program	Activity	Location
H	110001	no value	99998	73100	350	no value	no value
Nashville State Community College	Undesignated E And G		SciQuest Dummy	Instate Travel	Academic Support		

For selected line items

Add to Favorites

Go

SciQuest Form User

more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Direct Pay Form <div>more info...</div>			125.00	1	125.00 USD
	Accounting Codes (same as header)					
						edit
	Supplier subtotal					125.00 USD
	Subtotal					125.00
	Total					125.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

72. When completed select the Submit Requisition button.