

## **Entering Line Default Information**

### **Overview**

If you have information that applies to every detail line of the procurement document you are creating, using the Line Defaults tab allows you enter the information once and the system will automatically populate that information in each line.

This work instruction shows how to [Enter Line Default Information](#).

### **NIS Policies**

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### **Navigation**

Click Roles, Procurement or Inventory.  
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Line Defaults can be used on any purchasing document. Navigate to the appropriate document menu and choose an "Enter {document}..." or "Revise {document}..." menu selection.

## Steps

### Enter Line Default Information

Start this instruction from Order Detail window.

 To get to the Order Detail window:

Enter the **order number** in the Order Number field, and the **order type** if not defaulted.

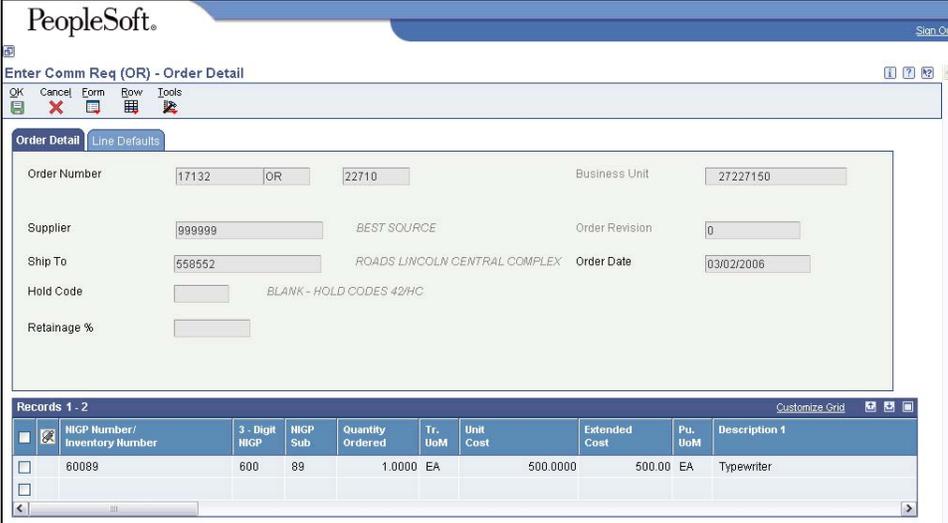
Click **Find**.

Choose the Order Number if not defaulted.

Click **Select**. The Order Header window appears.

Click **OK**. The Order Detail window appears.

 This example uses the Enter Non-Contract/Non-Stock (OR) – Order Detail window.



PeopleSoft

Enter Comm Req (OR) - Order Detail

Order Detail | Line Defaults

Order Number: 17132 OR 22710 Business Unit: 27227150

Supplier: 999999 BEST SOURCE Order Revision: 0

Ship To: 558552 ROADS LINCOLN CENTRAL COMPLEX Order Date: 03/02/2006

Hold Code: BLANK - HOLD CODES 42/HC

Retainage %:

Records 1 - 2									
	NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	60089	600	89	1.0000	EA	500.0000	500.00	EA	Typewriter

1. Click **Line Defaults** tab.

The screenshot displays the 'Enter Comm Req (OR) - Order Detail' window in PeopleSoft. The 'Line Defaults' tab is selected, showing various input fields for order details. Below the form is a grid of records.

Records 1 - 2									
	NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	60089	600	89	1.0000	EA	500.0000	500.00	EA	Typewriter

2. Complete any of the header fields that you wish to automatically populate in each grid detail line you enter.
3. Once Line Default fields are entered; add detail lines to your document.
4. Continue to work with the purchasing document as needed.