

Requisition Processing

New Requisition

1. Purchasing Entry & Processing Requisition Processing Requisitions

2. Click on  to open a new requisition

3. Enter in information in the header

1. Requisition # is defaulted in using district wide numbering system
2. Any field noted in red * is required

4. Check **Continuous** if you will be adding numerous requisitions. Leave it unchecked if you are only adding one or it is the last one at this time.

Continuous means after you create the requisition it will automatically open up a new window to begin adding a new requisition.

If continuous was accidentally left checked you can use the  to get out of creating a new requisition.

5. After all required information is entered click on **Add Item** in the top left

6. Enter in a Description and Pricing information

7. Check **Continuous** if you will be adding numerous line items. Leave it unchecked if you are only adding one or it is the last one at this time.

Continuous means after you create the line item it will automatically open up a new window to begin adding a new line item. If

continuous was accidentally left checked you can use the  to get out of creating a new line item.

8. Select budget units, account and enter in percent, amount or quantity based on your selected distribution method.

1. If the budget unit and account are unknown you can click on the  to search
2. add as many budget units, account, etc are needed

9. Click on  to add line item

10. Click on  to save the requisition and send it on to be approved.

Clicking on  at any time will save the requisition in process allowing it to be completed at a later date. It will appear in the requisition query screen with a status of 'In Progress'. To return to an 'In Progress' requisition you will search for it in the 'Requisitions'

menu option, highlight it in the search results and click  to continue processing.

Copy Requisition

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2. Click on **Copy** to copy a requisition on file _____

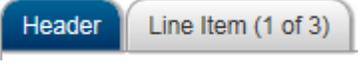
3. Once you have clicked on **Copy** it will display **COPY REQUISITIONS** _____ at the top.

4. Use the query screen to search for the requisition that should be copied

5. Select the desired requisition

6. Click on 

7. It will copy the requisition and take you to the new requisition screen (with a new requisition number) with the information loaded already

8. You can make any desired changes to the header or line items by clicking the tabs 

9. Once on the Line item tab you can use the  at the top to go between line items and make changes as needed

10. Click on  to save the requisition and send it on to be approved.