Quick Reference for Changes in 9.2

For Requisition Entry:

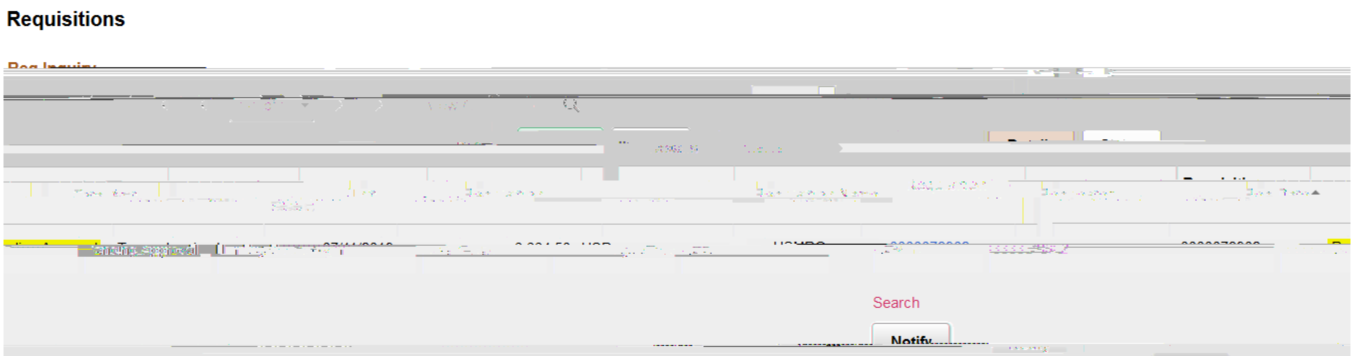
Requesters will now be required to budget check the requisition before it can route to the signature authority. Everything will be handled on the requisition page and there will no longer be a need to ^ ‰‰Œ}À Z Œš(] o •_X

Step 1: Add a new requisition and enter the requisition information as normal (requisition defaults, vendor, budget string, line information for items being purchased)

Step 2: Save the requisition to generate a requisition ID as normal

Step 4: (š Œ šZ µ P š •o§ šµ•]• ^À Click the green check mark to change the status from ^K‰ v_ š} ^.W v]vP_

Once you have clicked the green check mark, you will be routed to the following screen showing the Œ ‹µ]•]š]}v •š šµ•]• ^‰ v]vP ‰‰Œ}À o_ gnature authority on the ‰‰Œ}À Ç budget. You have successfully entered the requisition and the requisition should have routed to the signature authority for approval. The signature authority will receive an email with a link for approval.



IMPORTANT: Requesters will no longer have access to freely modify an existing requisition once it has routed. The signature authority must recycle the requisition back to the requester before any modifications can be made.