

## HOW TO OPEN UP A REQUISITION - CHANGE THE STATUS (or HOW TO REMOVE A NEEDS CORRECTION STATUS)

If the status of a requisition states **NEEDS CORRECTION** or **PARTLY APPROVED** and you want to open it back up so you can make changes, follow these steps:

1. Go into the requisition and change the **DEPT code** to another code and **SAVE**.
2. You will get a pop up as shown below. Click OK.



3. The status should now say **OPEN** and you can make changes to all fields.
4. Be sure and change the DEPT code back to what it should be.
5. Make any changes then **SAVE**.
6. Have the requisition re-approved.

Changes to the following fields of a requisition will remove the **NEEDS CORRECTION** status and all approvals and return status to **OPEN**:

- Changing the Department code
- Changing the budget
- Changing the commodity code. \*This action also removes the description and may alter price and budget. After you change the commodity code- check that all of these fields are correct.

The following changes will **NOT** remove approvals or the NEEDS CORRECTION status:

- Adding or changing the Notes, Description, Comments, Vendor, or Attention fields.
- Changing the Ship To code.

To see the Status of a requisition, pull up the requisition and click into the General Information (not Search Criteria). See examples below:

Header Line Item (1 of 1)

**General Information**

Requisition \* 729637 ☐ Continuous

DEPARTMENT \* [REDACTED] Open ☐

Requested 07/06/2022 Comments [REDACTED]

Required [REDACTED]

Vendor 25001563 Buyer [REDACTED]

Vendor Address MAIN EVENT ENTERTAINMENT INC Attention [REDACTED]

19441 I 45 NORTH Ship To \* 701M - ADMIN - MIDDLE SCHOOL

SHENANDOAH TX 77385 CONROE ISD  
3205 W DAVIS  
CONROE TX 77304

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Item	Description	Quantity	Price	Total	BUDGET UNIT	Account	Status
1	FIELD TRIP TO MAIN EVENT FOR 56 STUDEN	1.00	837.0000	837.00	[REDACTED]	[REDACTED]	Partly Approved

Use this status