

Edit Requisition

1. Define Requisition
2. Add Items and Services
3. Review a

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business: Middle Georgia College
 Requisition: Viehl,Sheila D *Currency:
 Requisition: End of Year Banquet Priority:

If you will click on this little triangle, it will expand the information hidden within this line item.

Line	Description	Vendor Name	Quantity	UOM
1	Sodexo Dining Services for	Sodexo, Inc. & Affiliates	1.0000	Each



Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity:
 Status: Active *Ship To: SHIPPING [Modify Shipping Address](#)
 Attention: Viehl,Sheila D

If you need to change the account number, you will do it here on "chartfields 1"

*Distribute by: Qty SpeedChart:

Accounting Lines							Amount	GL Unit	Acco
Line	Status	Dist Type	*Location	Quantity	Percent				
1	Open		MAIN	1.0000	100.0000	245.89	84000	7511	

[Select All / Deselect All](#) Total Amou

Add to favorites
 Modify Line / Shipping / Accounting
 Delete

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

Save as Template

Save & submit
 Save & preview approvals
 Cancel Changes

[Find more items](#)

[Help](#)

Edit Requisition

1. Define Requisition
2. Add Items and Services
3. Review a

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Middle Georgia College
Requester: Viehl,Sheila D ***Currency:**
Requisition Name: **Priority:**

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM
1	Sodexo Dining Services for	Sodexo, Inc. & Affiliates	<input type="text" value="1.0000"/>	Each

Consolidate with other Reqs
 Override Suggested Vendor

Shipping Line: 1 **Due Date:** **Quantity:**
Status: Active ***Ship To:** [Modify Shipping Address](#)
Attention:

***Distribute by:** Qty **SpeedChart:**

Accounting Lines

Fund	Dept	Program	Class	Bud Ref	Budget Date
<input type="text" value="10000"/>	<input type="text" value="0122100"/>	<input type="text" value="14500"/>	<input type="text" value="11000"/>	2012	<input type="text" value="05/01/20"/>

Select All / Deselect All **Total Amou**

If you need to change the department number, you will do it here on "Chartfields2"

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

Save as Template

[Find more items](#)

Once everything is changed, simply click on save and preview approvals and it will take you to the next screen.