

# Correct FMS Dept. on a Req.

- [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Add/Update Requisitions](#)

Find an Existing Value

Search Criteria

Business Unit: = MCC04

Requisition ID: begins with 100005398

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

Enter in the req. # you are trying to edit

Search Clear Basic Search Save Search Criteria

## Search Results

Only the first 300 results can be displayed.

[View All](#)

Click on the req. # to open the req. for edits

Business Unit	Requisition ID	Requisition Name	Requisition
MCC04	100005398	East Valley Sports	Pending

- Do NOT use the "Requisition Defaults" section of the req. to make changes after you have entered in any line information at the bottom or after a req. has been submitted

Line ? Personalize | Find | View All | First 1 of 1

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1		BLKT PO to purchase	1.0000	BKT	785-00	300.00000	300.00	Pending

Click on the Red & White Icon called "Schedule"

Schedule Personalize | Find | View All | First 1 of 1

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	MCSHI	1.0000	300.00000	300.00		Freeman,Julie	Active

Click on the 3 Arrows icon called "Distributions"

Distributions

Chartfields Details Asset Information Budget Information

Distrib	Status	Percent	Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Function	PC Bus Unit	Project	Activity	Source Type	Category
1	Open	100.0000	300.00	MCC0	54100	MCMAINC	250	801170	ACAD_SPPT					

OK Cancel Refresh

Make any changes necessary, then press the "OK" button

Schedule

Details

Sched	*Ship To
1	MCSHI

Add/Edit Comments

Press the "Save" button

Save Return to Search

Maintain Requisitions

Requisition

Req. Status will change to "Pending"

Business Unit MCC04  
Requisition ID 100005398

Legal and Privacy Review Required

Status Pending  
Budget Status NotChkd