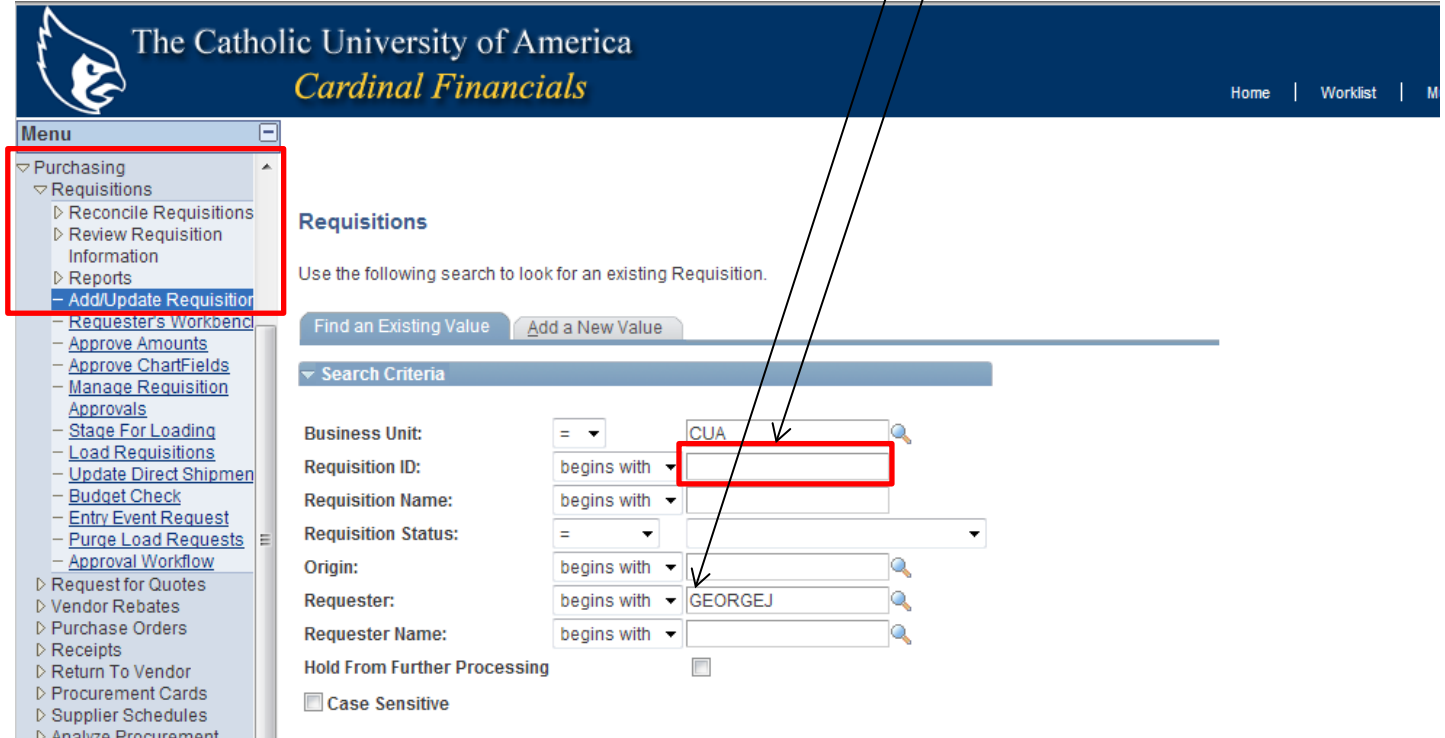


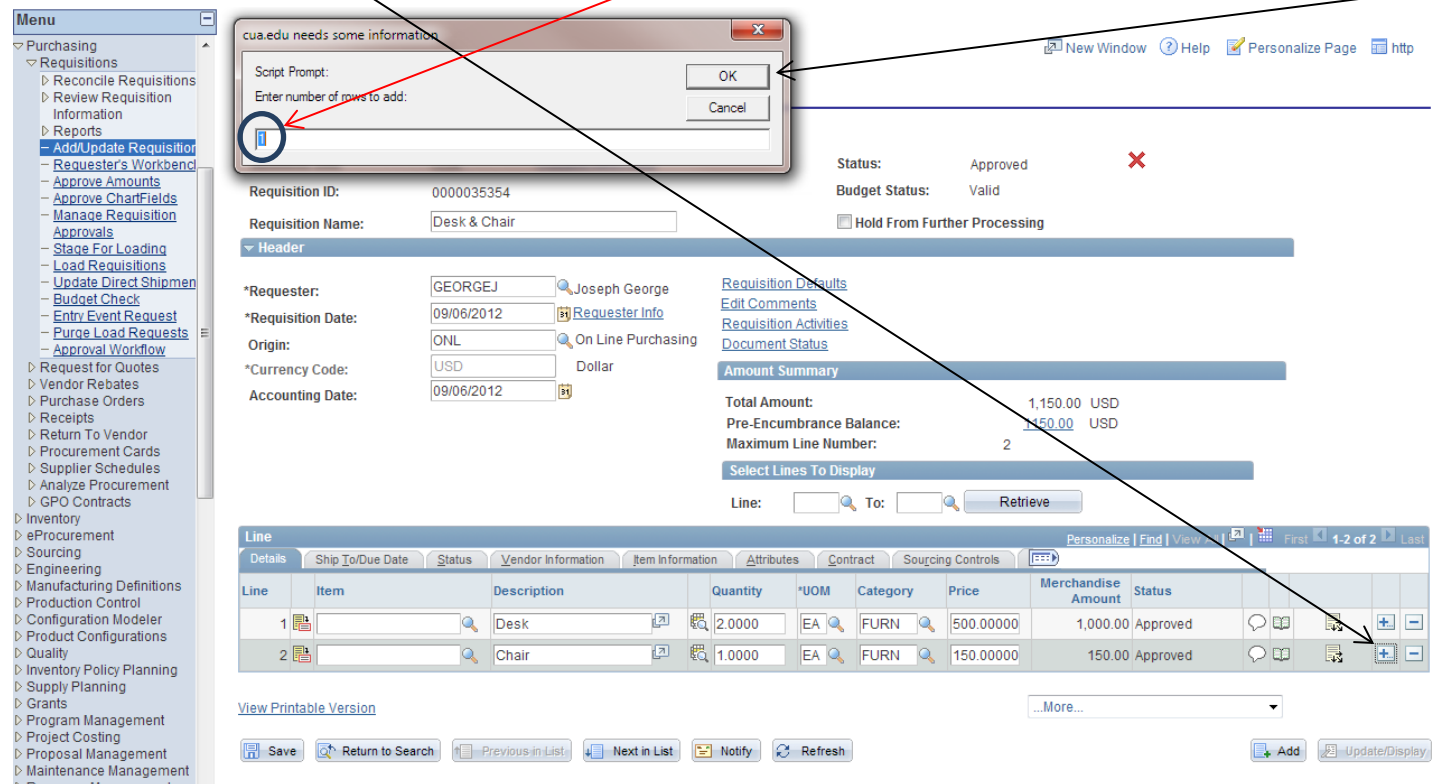
## Making a change Order to a Requisition

Navigate to the following page. If you know the Requisition number, enter it here with the preceding 0's (e.g. 0000035725) or you can search for the Requisition by the Used ID in this field. (User ID is the same as you Cardinal Financials login)



The screenshot shows the 'Requisitions' search interface. On the left, a 'Menu' sidebar has 'Add/Update Requisition' highlighted in red. The main area is titled 'Requisitions' and contains a search form. The 'Business Unit' is set to 'CUA'. The 'Requisition ID' field is set to 'begins with' and has an empty text box next to it, which is also highlighted in red. Other search criteria include 'Requisition Name', 'Requisition Status', 'Origin', and 'Requester' (set to 'GEORGEJ'). There are buttons for 'Find an Existing Value' and 'Add a New Value'.

Start by clicking on the '+' to add lines to your existing Requisition. You will get a popup window that will prompt you for the number of lines to add with a default value of '1'. Change this number per your requirements and then click 'OK'.



The screenshot shows the details of a requisition. A popup window is open, asking for the number of rows to add. The main page shows details for Requisition ID 0000035354, 'Desk & Chair', with a table of two lines: 'Desk' (2,000 units) and 'Chair' (1,000 units). The 'Add' button in the table is highlighted with a red circle. The 'Amount Summary' shows a total amount of 1,150.00 USD and a pre-encumbrance balance of 150.00 USD.

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1		Desk	2,000	EA	FURN	500.00000	1,000.00	Approved
2		Chair	1,000	EA	FURN	150.00000	150.00	Approved

If your Requisition spans multiple fiscal years change the 'Accounting Date' to the first day of the current fiscal year. (E.g. 05/01/12) Start the description of the new line with 'CO to PO #####' to indicate that this needs to be attached to an existing PO. Enter the chartfield information by clicking on this icon. Once you complete entering the line information, perform the Budget check by clicking on this icon.

**Menu**

- Purchasing
  - Requisitions
    - Reconcile Requisitions
    - Review Requisition Information
    - Reports
    - Add/Update Requisition
    - Requester's Workbench
    - Approve Amounts
    - Approve ChartFields
    - Manage Requisition
    - Approvals
      - Stage For Loading
      - Load Requisitions
      - Update Direct Shipmen
      - Budget Check
      - Entry Event Request
      - Purge Load Requests
      - Approval Workflow
    - Request for Quotes
    - Vendor Rebates
    - Purchase Orders
    - Receipts
    - Return To Vendor
    - Procurement Cards
    - Supplier Schedules
    - Analyze Procurement
    - GPO Contracts
  - Inventory
  - Procurement
  - Sourcing
  - Engineering
  - Manufacturing Definitions
  - Production Control
  - Configuration Modeler
  - Product Configurations
  - Quality
  - Inventory Policy Planning
  - Supply Planning
  - Grants
  - Program Management
  - Project Costing
  - Proposal Management
  - Maintenance Management
  - Resource Management
  - Staffing

**Maintain Requisitions**

**Requisition**

Business Unit: CUA Procurement Policy Status: Pending  
 Requisition ID: 0000035354 Budget Status: Not Chk'd  
 Requisition Name: Desk & Chair

\*Requester: GEORGE, Joseph George  
 \*Requisition Date: 09/06/2012  
 Origin: ONL On Line Purchasing  
 \*Currency Code: U Dollar  
**Accounting Date: 09/06/2012**

Amount Summary

Total Amount:	1,300.00	USD
Pre-Encumbrance Balance:	1150.00	USD
Maximum Line Number:	3	

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1		Desk	2.0000	EA	FURN	500.00000	1,000.00	Pending Approval
2		Chair	1.0000	EA	FURN	150.00000	150.00	Pending Approval
3		CO to PO 77295 Chair	1.0000	EA	FURN	150.00000	150.00	Pending Approval

After you complete the above steps, complete the 'Amount Approval' and 'Chartfield Approval', by clicking on the menu items seen here. Click 'Save' on both the 'Approve Amount' and 'Approve Chartfield' pages.

**Menu**

- Purchasing
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  - Supply Planning
  - Grants
  - Program Management
  - Project Costing
  - Proposal Management
  - Maintenance Management
  - Resource Management
  - Staffing

**Requisition Amount Approval**

Unit: CUA Req: 0000035354 Requester: Joseph George

\*Approval Action: Approve Approval Status: Initial

Comment

Amount Details

Requisition Date: 09/06/2012

Total Amount:	1,300.000	Dollar
Total Base Amount:	1,300.000	Dollar

Line Details

Save Return to Search Notify