

## A QUICK GUIDE TO COPYING A REQUISITION

Plymouth State College

Copying an existing (completed) requisition can be very helpful in the following cases:

- Setting up a recurring blanket purchase order at the beginning of each new fiscal year
- Changing the number on a Requisition (document number was inadvertently entered incorrectly)
- Entering additional Requisitions that are all similar but only minor items need to be changed (like vendor, dates, amount, etc.)

To Copy a Requisition:

- Type ***FPAREQN*** in the *Direct Access Box* and *press enter*
- At the ***Requisition*** field *enter* the new Requisition number
- *Click* on the ***Copy*** icon located directly to the right of the query flashlight
- When the box pops up, *enter* the Requisition number to copy from in the ***Copy from Requisition*** box and *click on OK*
- The Requisition form ***FPAREQN*** will populate (“poof in”) all information from the designated requisition except for the Order Date and Delivery Date.
- *Enter* the ***Order Date*** and ***Delivery Date*** and make all other necessary changes.
- *Press the Complete* button when finished.

Note: If you are copying a requisition to change to number, make sure to cancel the old requisition after you are done creating the new req.