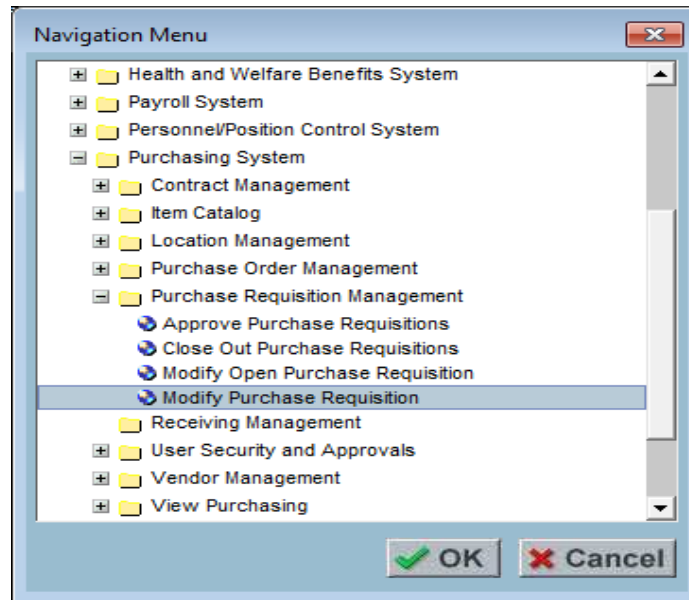


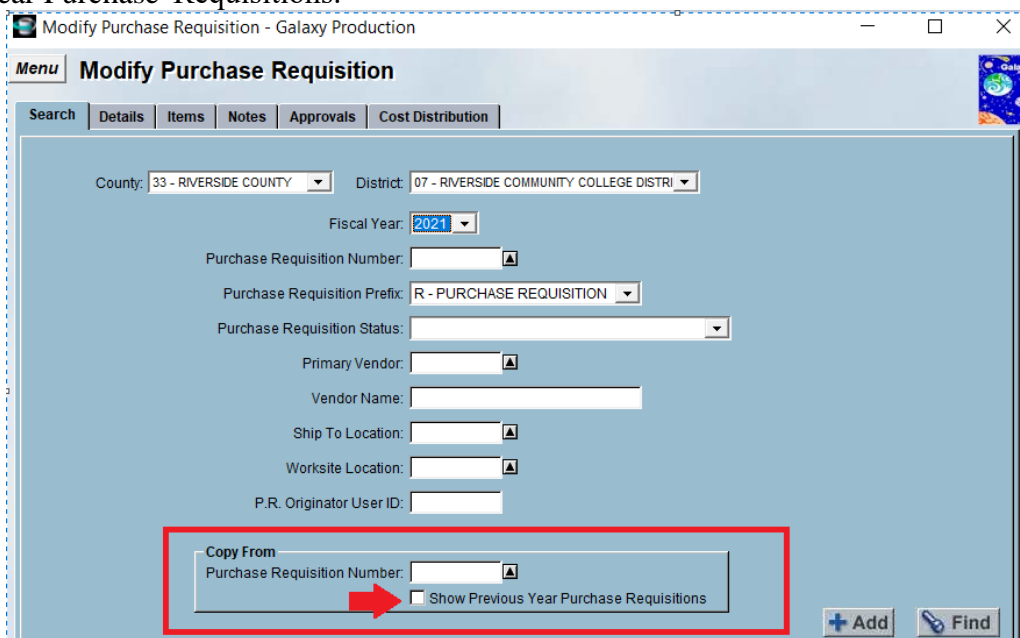
Entering a New Requisition Using the “Copy From” Feature

This feature will allow you to create either an “Open Purchase Requisition” or “Purchase Requisition” from a previously made requisition using the “Copy From” feature. The requisition will be pre-filled with data from the previous requisition selected, which may be modified as necessary.

- From the Navigation Menu, select “Modify Purchase Requisition” or “Modify Open Purchase Requisition”; click “OK” for new requisition.



- To create a new 2020/21 requisition using an existing 2019/20 requisition; select the checkbox “Show Previous Year Purchase Requisitions.”

A screenshot of the 'Modify Purchase Requisition' form in a web application. The form has a 'Menu' tab and several sub-tabs: 'Search', 'Details', 'Items', 'Notes', 'Approvals', and 'Cost Distribution'. The 'Details' tab is active. The form contains several fields: 'County' (33 - RIVERSIDE COUNTY), 'District' (07 - RIVERSIDE COMMUNITY COLLEGE DISTRI), 'Fiscal Year' (2021), 'Purchase Requisition Number' (text input), 'Purchase Requisition Prefix' (R - PURCHASE REQUISITION), 'Purchase Requisition Status' (dropdown), 'Primary Vendor' (text input), 'Vendor Name' (text input), 'Ship To Location' (text input), 'Worksite Location' (text input), and 'P.R. Originator User ID' (text input). At the bottom, there is a 'Copy From' section with a 'Purchase Requisition Number' (text input) and a checkbox labeled 'Show Previous Year Purchase Requisitions'. A red box highlights the 'Copy From' section, and a red arrow points to the checkbox. At the bottom right are '+ Add' and 'Find' buttons.

After July 1st the system will default to the current Fiscal Year (2020/21). If entering orders for the next fiscal year, BEFORE July 1st, you MUST choose the correct “Fiscal Year” by using the drop down menu by this field. Budget year cannot be changed after the requisition has been created. The requisition must be deleted and re-created in the correct year

- In the “Copy From” field; enter or select from the drop down menu the 2019/20 Purchase Requisition Number you would like to copy from.
- Click “+ Add” to create a new requisition.

- The new requisition is pre-filled with data from the existing requisition, which may be modified as necessary.
- Make applicable changes; amount, ship to, notes, authorized purchaser, budget code, etc.
- SAVE and submit after all tabs are modified.

Note: To copy an existing requisition from the **same fiscal year**, follow the steps listed above, except do not select “Show Previous year Purchase Requisitions”.