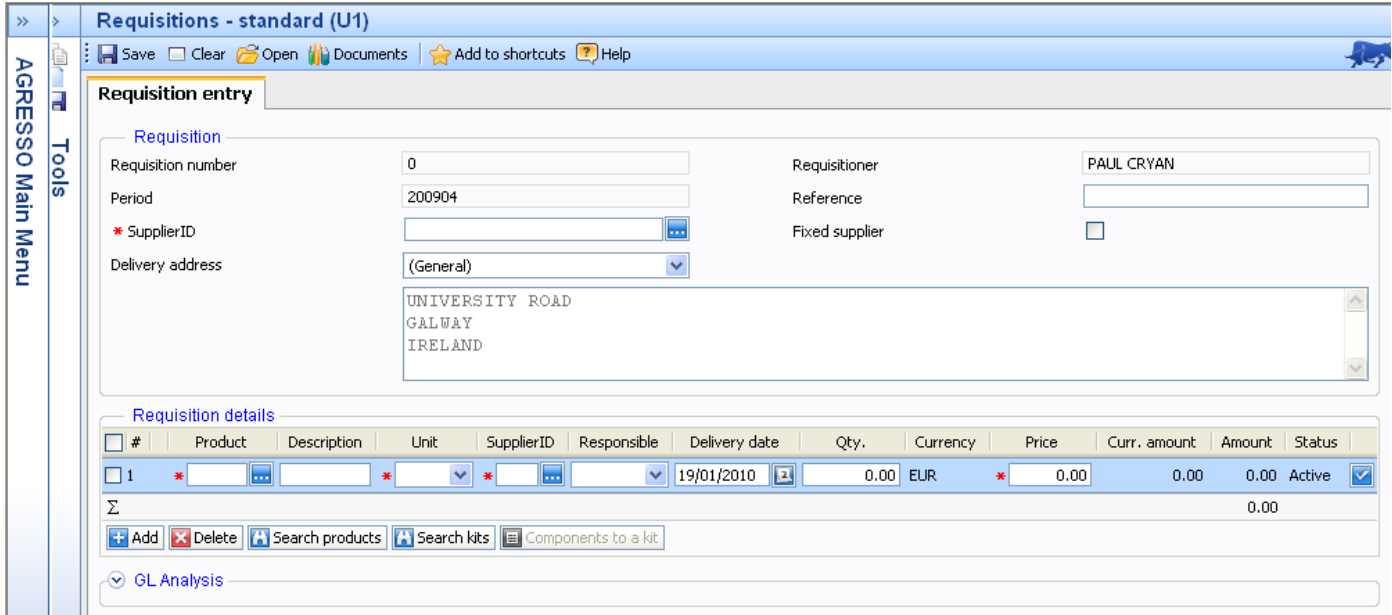


# How to Unpark a Parked Requisition

A requisition is parked if one or more of the Cost Centres fails budget checking. It is now possible to unpark the original requisition, amend it and resubmit for approval.

## Current Requisition Entry Screen



**Requisition entry**

**Requisition**

Requisition number: 0  
 Period: 200904  
 \* SupplierID: [ ]  
 Delivery address: (General)  
 UNIVERSITY ROAD  
 GALWAY  
 IRELAND

Requisitioner: PAUL CRYAN  
 Reference: [ ]  
 Fixed supplier: [ ]

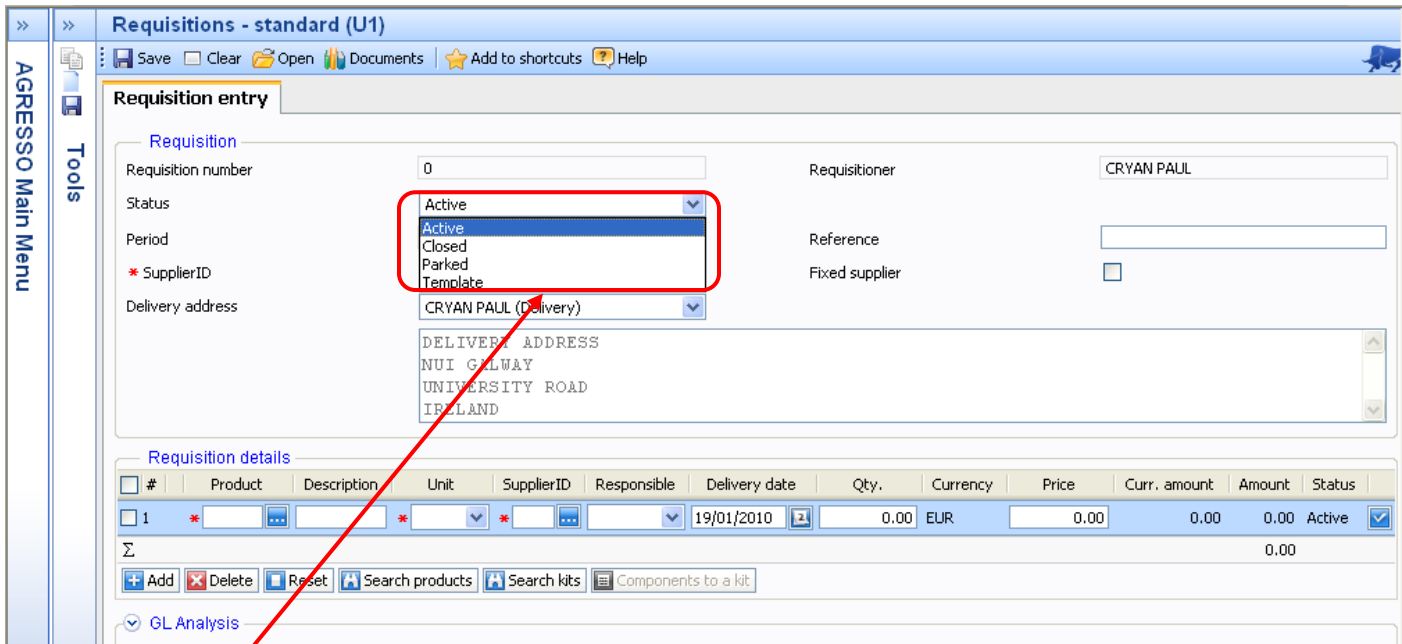
**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	*	[ ]	*	[ ]	[ ]	19/01/2010	0.00	EUR	* 0.00	0.00	0.00	Active
Σ											0.00	

Buttons: + Add, - Delete, Search products, Search kits, Components to a kit

GL Analysis

## Enhanced Requisition Entry Screen



**Requisition entry**

**Requisition**

Requisition number: 0  
 Status: Active  
 Period: [ ]  
 \* SupplierID: [ ]  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

Requisitioner: CRYAN PAUL  
 Reference: [ ]  
 Fixed supplier: [ ]

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	*	[ ]	*	[ ]	[ ]	19/01/2010	0.00	EUR	0.00	0.00	0.00	Active
Σ											0.00	

Buttons: + Add, - Delete, Reset, Search products, Search kits, Components to a kit

GL Analysis

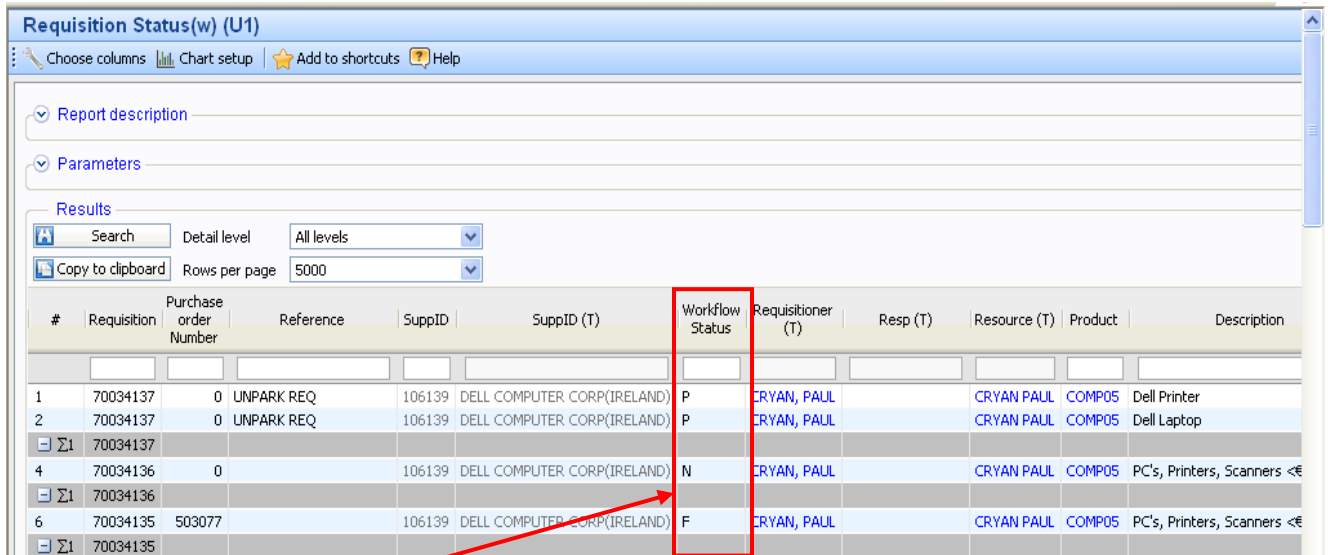
Requisition status will default to **'Active'** when entering a new requisition – this status should not be changed.

# How to Unpark a Parked Requisition

## Steps to Unpark a Parked Requisition

1. Locate Requisition number of parked requisition.

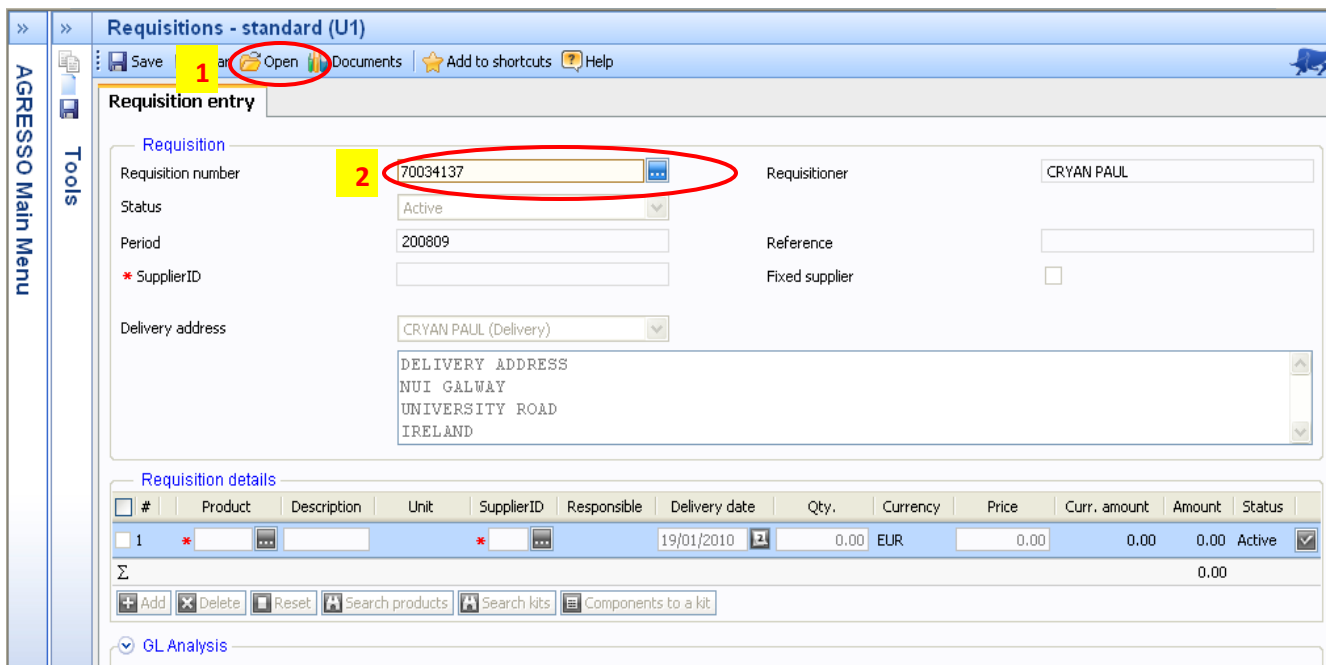
Note: When a requisition is parked an alert is sent to the requisitioner by email, the requisition status can also be found on the Requisition Status Report.



#	Requisition	Purchase order Number	Reference	SuppID	SuppID (T)	Workflow Status	Requisitioner (T)	Resp (T)	Resource (T)	Product	Description
1	70034137	0	UNPARK REQ	106139	DELL COMPUTER CORP(IRELAND)	P	CRYAN, PAUL		CRYAN PAUL	COMPOS	Dell Printer
2	70034137	0	UNPARK REQ	106139	DELL COMPUTER CORP(IRELAND)	P	CRYAN, PAUL		CRYAN PAUL	COMPOS	Dell Laptop
Σ1	70034137										
4	70034136	0		106139	DELL COMPUTER CORP(IRELAND)	N	CRYAN, PAUL		CRYAN PAUL	COMPOS	PC's, Printers, Scanners <€
Σ1	70034136										
6	70034135	503077		106139	DELL COMPUTER CORP(IRELAND)	F	CRYAN, PAUL		CRYAN PAUL	COMPOS	PC's, Printers, Scanners <€
Σ1	70034135										

Workflow Status	Definition
N	Active – In Workflow
F	Finished – Finished Workflow, P/O Number Allocated
P	Parked – Failed Budget Check
C	Closed – Rejected Requisition Closed by User

2. Select Open in Requisition Entry screen and enter number of parked requisition, in this case 70034137.



AGRESSO Main Menu

Tools

Requisitions - standard (U1)

Save 1 Open Documents Add to shortcuts Help

Requisition entry

Requisition

Requisition number 2 70034137 Requisitioner CRYAN PAUL

Status Active

Period 200809 Reference

\* SupplierID Fixed supplier

Delivery address CRYAN PAUL (Delivery)

DELIVERY ADDRESS  
NUI GALWAY  
UNIVERSITY ROAD  
IRELAND

Requisition details

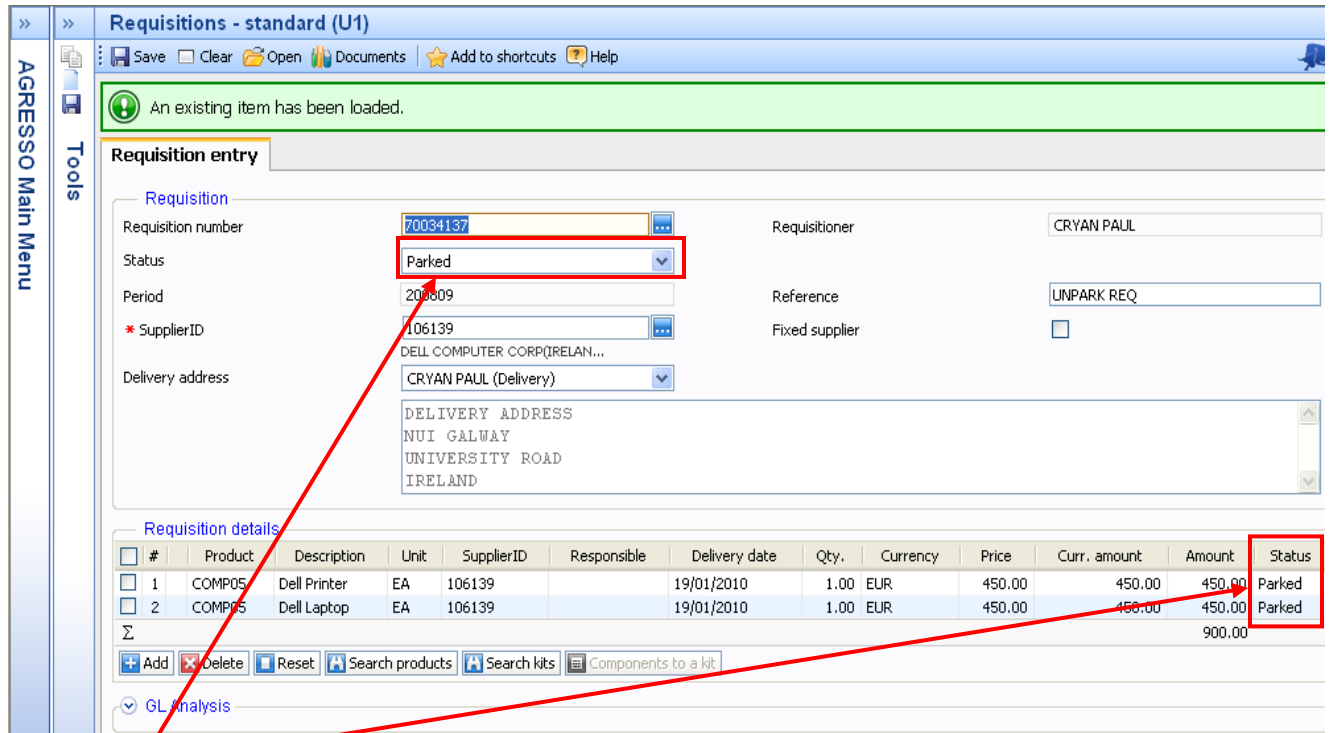
#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	*			*		19/01/2010	1	EUR	0.00	0.00	0.00	Active
Σ											0.00	

Add Delete Reset Search products Search kits Components to a kit

GL Analysis

# How to Unpark a Parked Requisition

3. Enter tab on keyboard, this will display the parked requisition details



**Requisition entry**

Requisition number: 70034137  
 Status: Parked  
 Period: 200809  
 \* SupplierID: 106139  
 Delivery address: CRYAN PAUL (Delivery)

Requisitioner: CRYAN PAUL  
 Reference: UNPARK REQ  
 Fixed supplier:

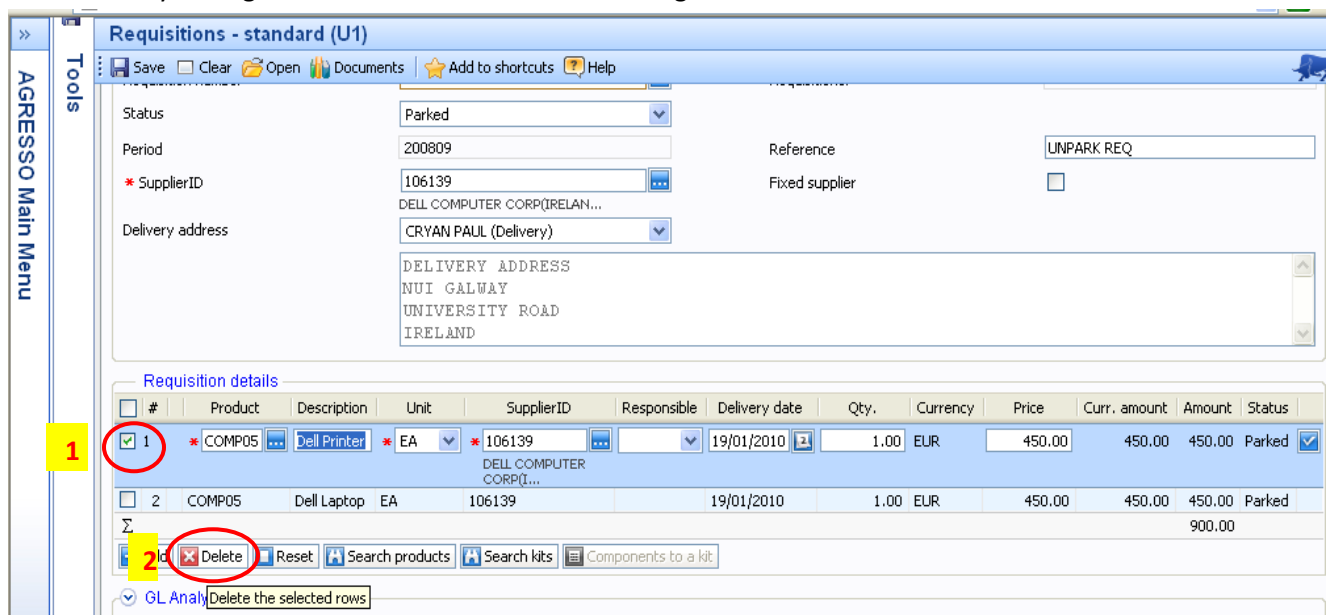
DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	COMP05	Dell Printer	EA	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
2	COMP05	Dell Laptop	EA	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
Σ											900.00	

Note – Status of requisition header and lines is 'Parked'

4. Amend/Delete row(s) where Sub Account has failed budget check.
5. Delete row by ticking box beside line number and clicking on the delete icon



**Requisition entry**

Status: Parked  
 Period: 200809  
 \* SupplierID: 106139  
 Delivery address: CRYAN PAUL (Delivery)

Reference: UNPARK REQ  
 Fixed supplier:

DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

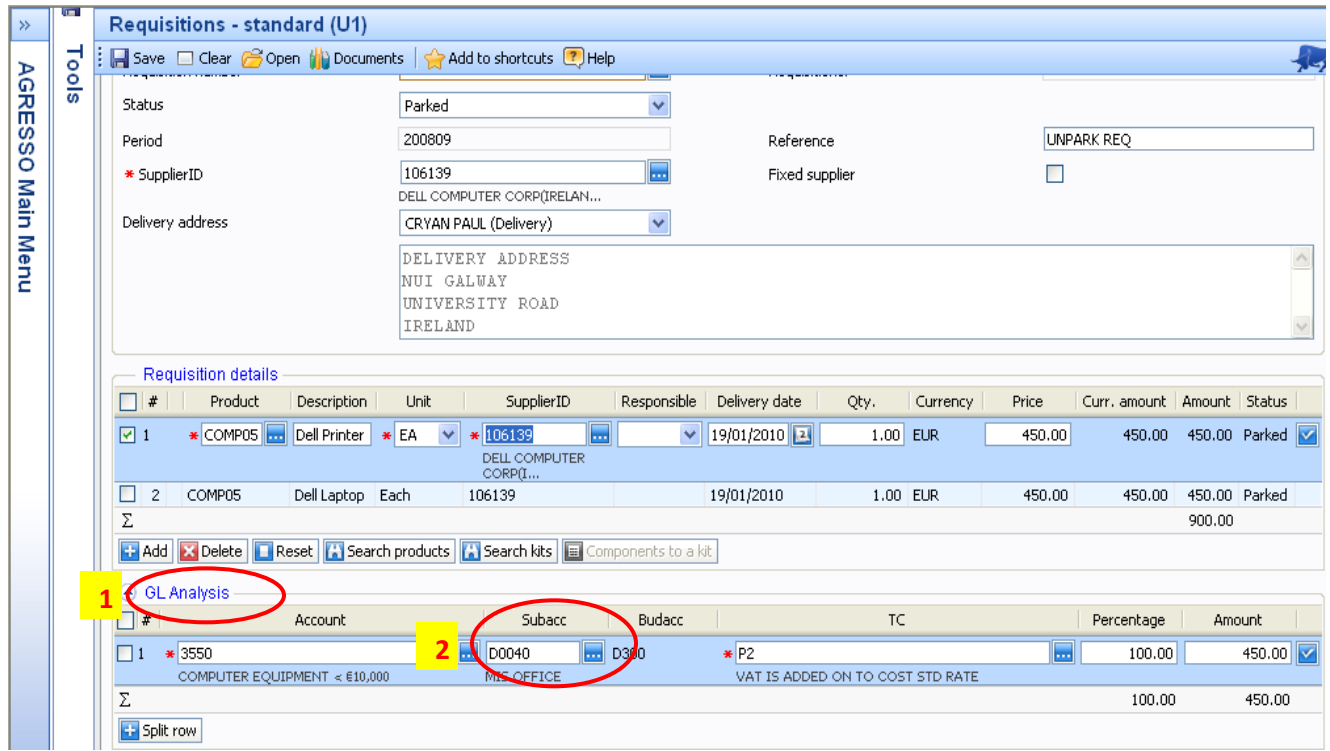
**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
<input checked="" type="checkbox"/> 1	* COMP05	Dell Printer	* EA	* 106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
<input type="checkbox"/> 2	COMP05	Dell Laptop	EA	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
Σ											900.00	

Delete the selected rows

# How to Unpark a Parked Requisition

6. Amend row(s) by clicking on GL Analysis & amending the Subacc.



**Requisitions - standard (U1)**

Save Clear Open Documents Add to shortcuts Help

Status: Parked  
 Period: 200809  
 \* SupplierID: 106139 (DELL COMPUTER CORP(IRELAN...))  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

Reference: UNPARK REQ  
 Fixed supplier:

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
<input checked="" type="checkbox"/>	* COMP05	Dell Printer	EA	* 106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
<input type="checkbox"/>	2	COMP05	Dell Laptop	Each	106139	19/01/2010	1.00	EUR	450.00	450.00	450.00	Parked
Σ											900.00	

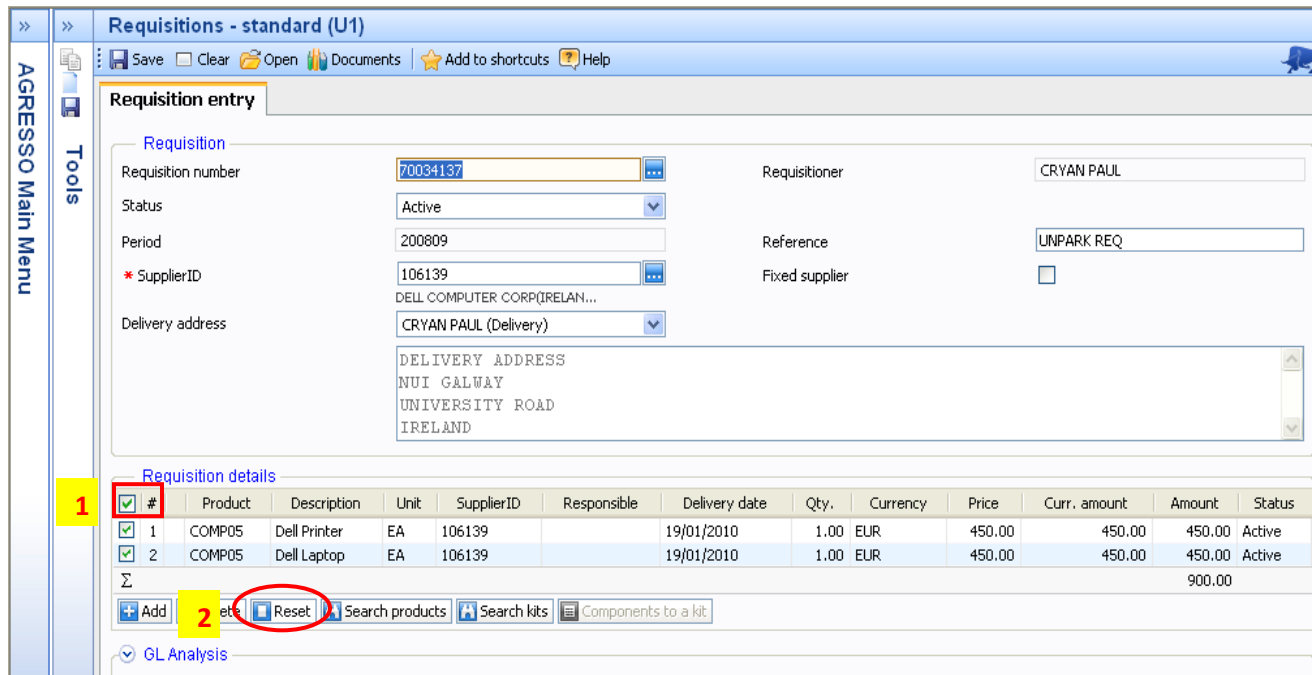
Buttons: Add, Delete, Reset, Search products, Search kits, Components to a kit

**1** GL Analysis

#	Account	Subacc	Budacc	TC	Percentage	Amount
<input type="checkbox"/>	* 3550	D0040	D300	* P2	100.00	450.00
Σ						100.00 450.00

Buttons: Split row

7. Reset detail lines from 'Parked' to 'Active' by ticking the box (1) (it should automatically tick all boxes) and clicking on the 'Reset' icon – this will reset all lines to 'Active'.



**Requisitions - standard (U1)**

Save Clear Open Documents Add to shortcuts Help

**Requisition entry**

Requisition number: 70034137  
 Status: Active  
 Period: 200809  
 \* SupplierID: 106139 (DELL COMPUTER CORP(IRELAN...))  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

Requisitioner: CRYAN PAUL  
 Reference: UNPARK REQ  
 Fixed supplier:

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
<input checked="" type="checkbox"/>	1	COMP05	Dell Printer	EA	106139	19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
<input checked="" type="checkbox"/>	2	COMP05	Dell Laptop	EA	106139	19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
Σ											900.00	

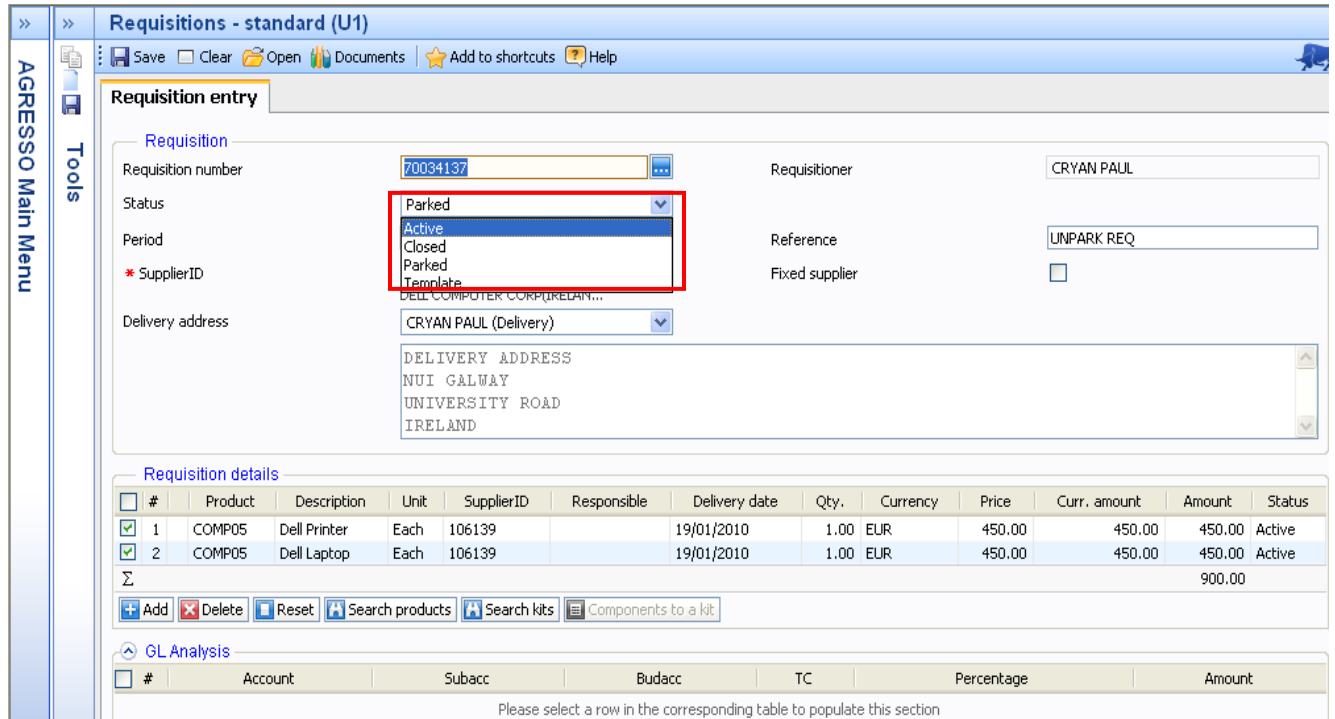
Buttons: Add, etc, Reset, Search products, Search kits, Components to a kit

**1** GL Analysis

**2** Reset

# How to Unpark a Parked Requisition

8. Change the Status of the Requisition header to 'Active'.



**Requisition entry**

Requisition number: 70034137  
 Status: **Active** (dropdown menu open showing: Active, Closed, Parked, Template)  
 Period: [blank]  
 \* SupplierID: DELL COMPUTER CORP(IRELAN...)  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS: NUI GALWAY, UNIVERSITY ROAD, IRELAND

Requisitioner: CRYAN PAUL  
 Reference: UNPARK REQ  
 Fixed supplier:

**Requisition details**

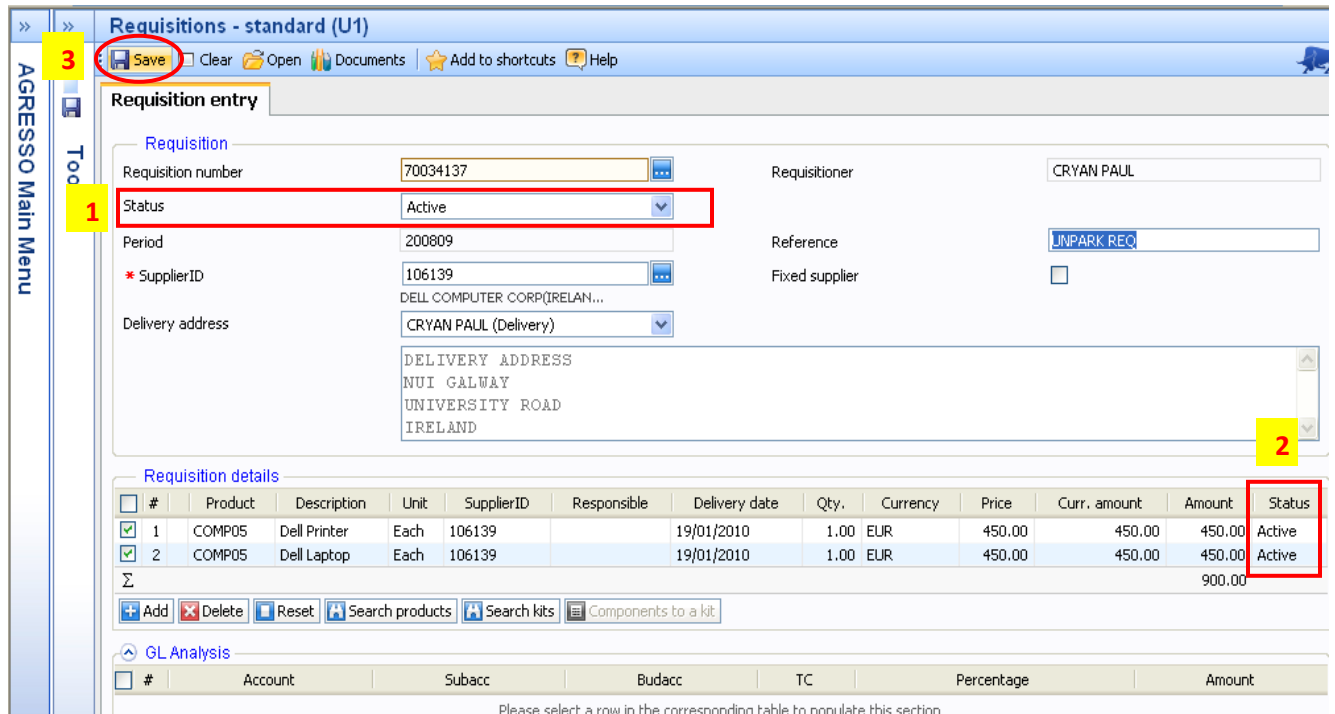
#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	COMP05	Dell Printer	Each	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
2	COMP05	Dell Laptop	Each	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
Σ											900.00	

Buttons: Add, Delete, Reset, Search products, Search kits, Components to a kit

**GL Analysis**

#	Account	Subacc	Budacc	TC	Percentage	Amount
Please select a row in the corresponding table to populate this section						

9. Ensure that both the header status (1) and detail line statuses (2) are set to 'Active' and click on the 'Save' icon (3).



**Requisitions - standard (U1)**

Buttons: Save (3), Clear, Open, Documents, Add to shortcuts, Help

**Requisition entry**

Requisition number: 70034137  
 Status: **Active** (1)  
 Period: 200809  
 \* SupplierID: 106139  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS: NUI GALWAY, UNIVERSITY ROAD, IRELAND

Requisitioner: CRYAN PAUL  
 Reference: UNPARK REQ  
 Fixed supplier:

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	COMP05	Dell Printer	Each	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
2	COMP05	Dell Laptop	Each	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
Σ											900.00	

Buttons: Add, Delete, Reset, Search products, Search kits, Components to a kit

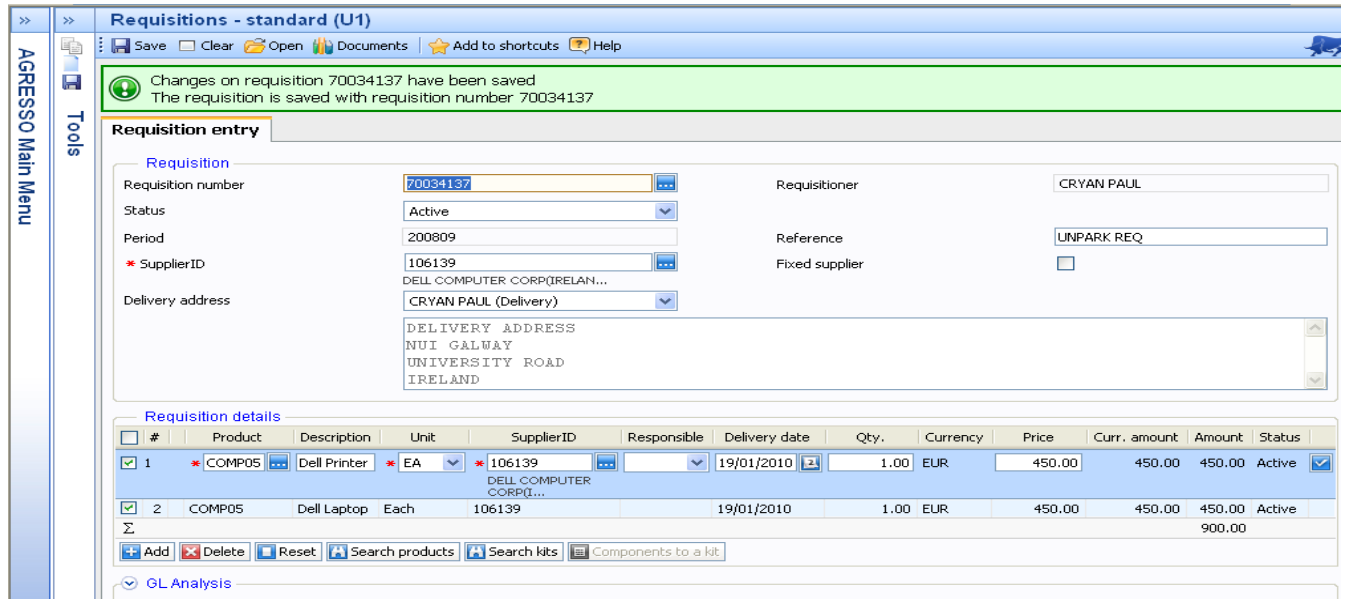
**GL Analysis**

#	Account	Subacc	Budacc	TC	Percentage	Amount
Please select a row in the corresponding table to populate this section						

This will resubmit Requisition number 70034137 into workflow.

# How to Unpark a Parked Requisition

10. The message below will be displayed



Changes on requisition 70034137 have been saved  
The requisition is saved with requisition number 70034137

**Requisition entry**

Requisition number: 70034137  
 Status: Active  
 Period: 200809  
 \* SupplierID: 106139  
 Delivery address: CRYAN PAUL (Delivery)  
 DELIVERY ADDRESS  
 NUI GALWAY  
 UNIVERSITY ROAD  
 IRELAND

Requisitioner: CRYAN PAUL  
 Reference: UNPARK REQ  
 Fixed supplier:

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	* COMPOS	Dell Printer	* EA	* 106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
2	COMPOS	Dell Laptop	Each	106139		19/01/2010	1.00	EUR	450.00	450.00	450.00	Active
Σ											900.00	

Buttons: Add, Delete, Reset, Search products, Search kits, Components to a kit

GL Analysis

11. Check the Requisition Status Report to see there was any update to the requisition status – see P/O 503084 below.

10	70034138	503082	UNPARK REQ	106139	DELL COMPUTER CORP(IRELAND)	F	CRYAN, PAUL	CRYAN PAUL	COMP05	Dell Laptop
Σ1	70034138									
12	70034137	503084	UNPARK REQ	106139	DELL COMPUTER CORP(IRELAND)	F	CRYAN, PAUL	CRYAN PAUL	COMP05	Dell Printer
13	70034137	503084	UNPARK REQ	106139	DELL COMPUTER CORP(IRELAND)	F	CRYAN, PAUL	CRYAN PAUL	COMP05	Dell Laptop
Σ1	70034137									
15	70034136	0		106139	DELL COMPUTER CORP(IRELAND)	N	CRYAN, PAUL	CRYAN PAUL	COMP05	PC's, Printers, Scanners <€
Σ1	70034136									

**Note:**

- The status of the requisition will not change immediately as a number of processes must be ran on the server i.e. workflow and budget check