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 status will default to ‘Active’ when entering a new requisition – this status should not be changed.
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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.

   - **Workflow Status**
     - 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.
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3. Enter tab on keyboard, this will display the parked requisition details.

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

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’.
8. Change the Status of the Requisition header to ‘Active’.

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

This will resubmit Requisition number 70034137 into workflow.
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10. The message below will be displayed

```
Changes on requisition 70024137 have been saved.
The requisition is saved with acquisition number 70024137.
```

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

```
<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Supplier ID</th>
<th>Product ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70024139</td>
<td>503001</td>
<td>A09139</td>
<td>Dell Laptop</td>
<td>1</td>
<td>450.00</td>
<td>450.00</td>
</tr>
</tbody>
</table>
```

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