

How to Unpark a Parked Requisition

Steps to Unpark a Parked Requisition

1. When a requisition is parked an alert is sent to the requisitioner by email

Select Open in the **Requisition -Standard screen**, enter the number of the parked requisition and click on search, in this case 70158868.

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2. Click on the row returned, this will display the parked requisition details

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Note – Status of requisition header and lines is 'Parked'. Select Active from the drop down menu to Active and this will allow you to amend the requisition.

* Status		
Parked	× -	Default CL analysis
Active		
Closed		
Parked		



3. Amend row(s) by clicking on GL Analysis & amending the Subacc. Tab to the end and Click on Save.

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4. This will resubmit Requisition number 70158868 into workflow.