How to Unpark a Parked Requisition

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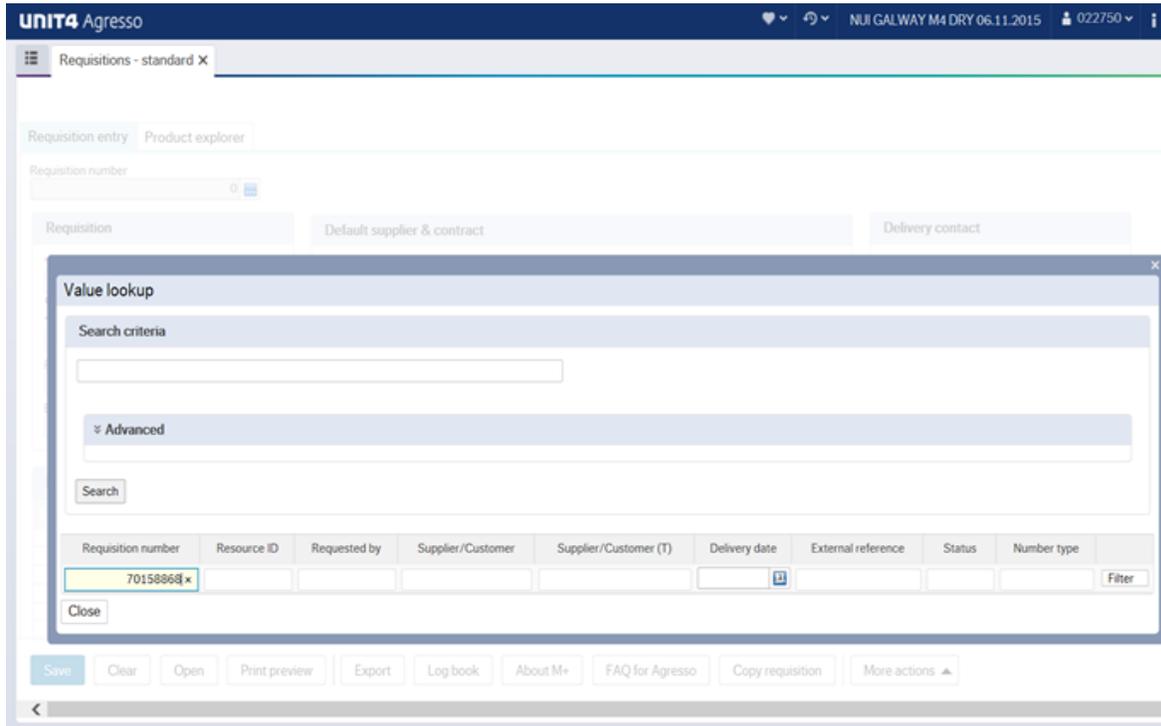## Steps to Unpark a Parked Requisition

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.

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

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.

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

4. This will resubmit Requisition number 70158868 into workflow.