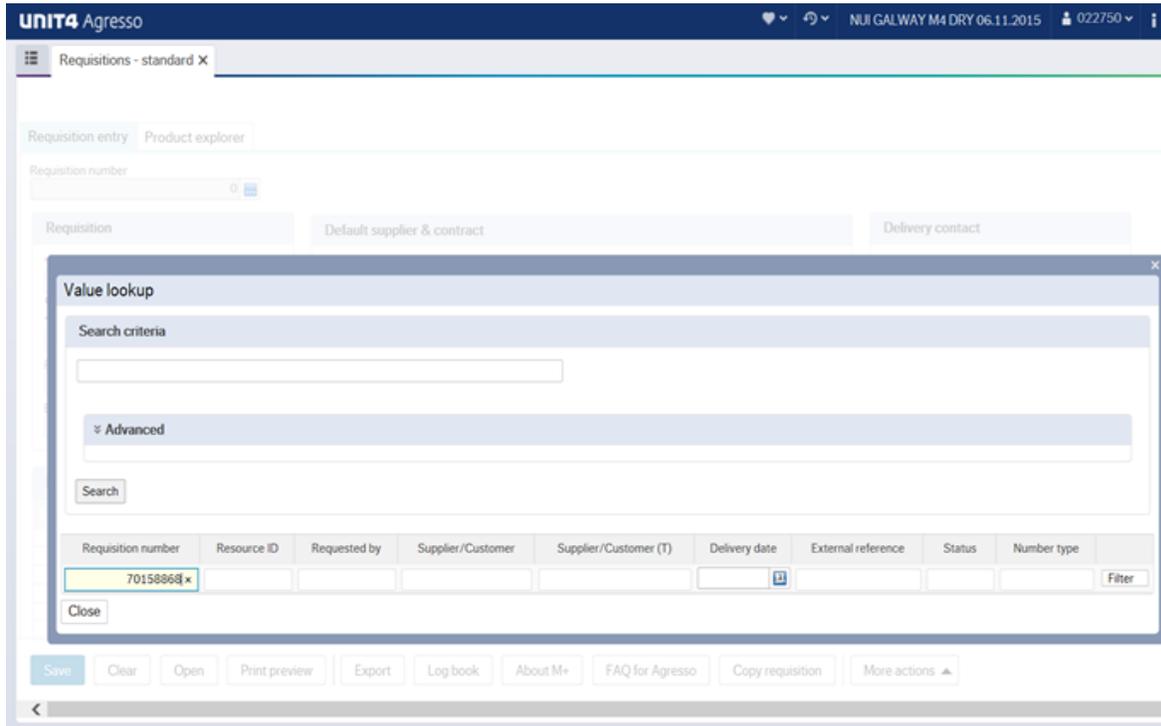


How to Unpark a Parked Requisition

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.



The screenshot shows the UNIT4 Agresso interface. The main window is titled "Requisitions - standard X". A "Value lookup" dialog box is open, displaying search criteria and a table of results. The table has columns for Requisition number, Resource ID, Requested by, Supplier/Customer, Supplier/Customer (T), Delivery date, External reference, Status, and Number type. The first row shows the requisition number 70158868. Below the table are buttons for Save, Clear, Open, Print preview, Export, Log book, About M+, FAQ for Agresso, Copy requisition, and More actions.

Requisition number	Resource ID	Requested by	Supplier/Customer	Supplier/Customer (T)	Delivery date	External reference	Status	Number type
70158868								

How to Unpark a Parked Requisition

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

Value lookup

Search criteria

Advanced

Search

Requisition number	Resource ID	Requested by	Supplier/Customer	Supplier/Customer (T)	Delivery date	External reference	Status	Number type
70158868								
70158868	022750	022750	108388	GROSVENOR CLEANING SERVICES LTD	04/11/2015	REQ 25757-DG	P	IB

Close Click to select row

022750
* Status
Parked
Period
201502
External reference
REQ 25757-DG

GROSVENOR CLEANING SERVICES LTD

Delivery address
The Buildings Office

Default GL analysis

Contract

Requisition details

#	Product	Description	Unit	Supplier	Responsible	Delivery date	Quantity	Currency	Price	Curr. amount	Amount	Status
1	CLEAN03 Cleaning Services - bought-in	Cleaning Ser	EA Each	108388 GROSVENOR CLEANING...		04/11/2015	1.00	EUR Euro	1,048,458.15	1,048,458.15	1,048,458.15	P P

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

Active

Closed

Parked

Default GL analysis

How to Unpark a Parked Requisition

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

GL Analysis

#	Account	Subacc	Budacc	Tax code	Tax system	Percentage	Amount
1	3613 CLEANING CONTRACT WORK	00020 ACCOUNTS OFFICE	D300	P1		100.00	1,048,458.15
Σ						100.00	1,048,458.15

Split row

[Save](#)
[Clear](#)
[Open](#)
[Print preview](#)
[Export](#)
[Log book](#)
[About M+](#)
[FAQ for Agresso](#)
[Copy requisition](#)
[More actions ▲](#)

- This will resubmit Requisition number 70158868 into workflow.