Modifying Unreleased Requisition

Form or Screen: Infor Lawson: Requisition Center

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Business Use: There may be instances where modifications to a requisition are required prior to conversion to a purchase order. A requisition can only be changed or modified in an “unreleased” status. If the requisition has been released and routed to an approver, the approver must “Unrelease” the requisition, in order for the requestor to make changes.

1. To find and modify a requisition, expand the Bookmarks option, and click Shopping under the Requisition Center.

2. Click the Inquire button in the menu bar.

3. In the search bar, either enter the Requisition Number or click the magnifying glass icon to the right.

4. If the magnifying glass icon is clicked all requisitions associated to the requestor will be displayed and the appropriate requisition can be chosen from list.

5. To modify click the Wrench Icon in the Action column.
6. All the set-up screens are displayed.

**Important to note:** When modifying a requisition in unreleased status, the commodity code may need to be re-entered.

7. A line item can be deleted by clicking the trash can icon to the left of the line item. A new item can be entered to the left if order information was incorrect and deleted.

8. **Changing** information on a line item is accomplished by clicking the line item that needs to be corrected.

9. The Line Basic Screen is displayed. Any of the line item fields that were originally entered can be changed. Once new data is entered, click the Change button.

10. To change the accounting information, click the Line Accounting tab.
11. Any of the account components displayed can be changed.

12. Once all desired changes have been made, click the **Change** button.

13. Click the **Release** button to route the requisition for approval.