SWIFT
Statewide Integrated Financial Tools

QUICK REFERENCE GUIDE

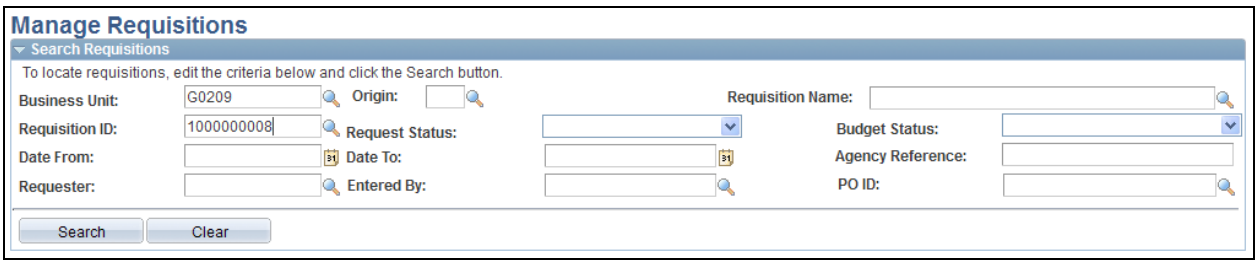
Copying an ePro Requisition

July 9, 2012

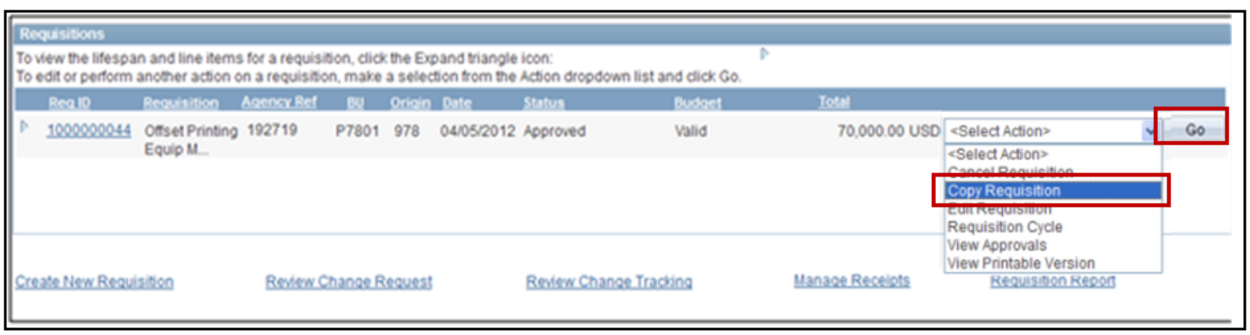
Copy an Existing Requisition

A previously created requisition can be used as the basis to create a new requisition through the copy process.

1. **Navigate** to eProcurement, Manage Requisitions.



2. Locate the requisition you wish to copy.
   a. Enter the Business Unit (BU).
   b. Enter the Requisition ID.
   c. Click **Search.**



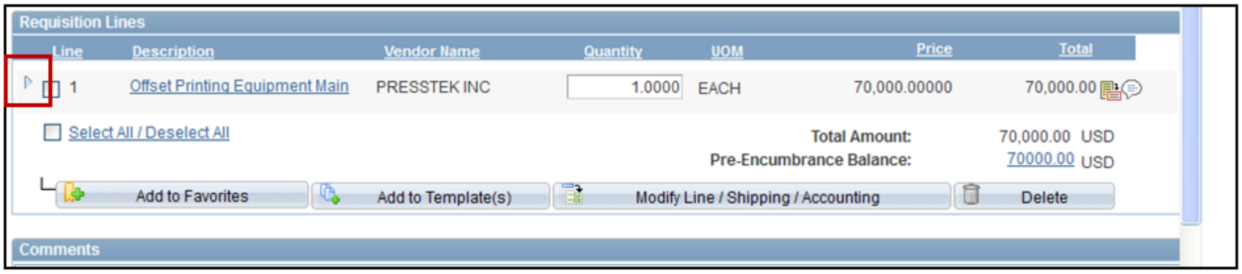
3. Click the Select Action dropdown menu.
4. Select ***Copy Requisition.***
5. Click **Go**.

Edit a Newly Created Requisition

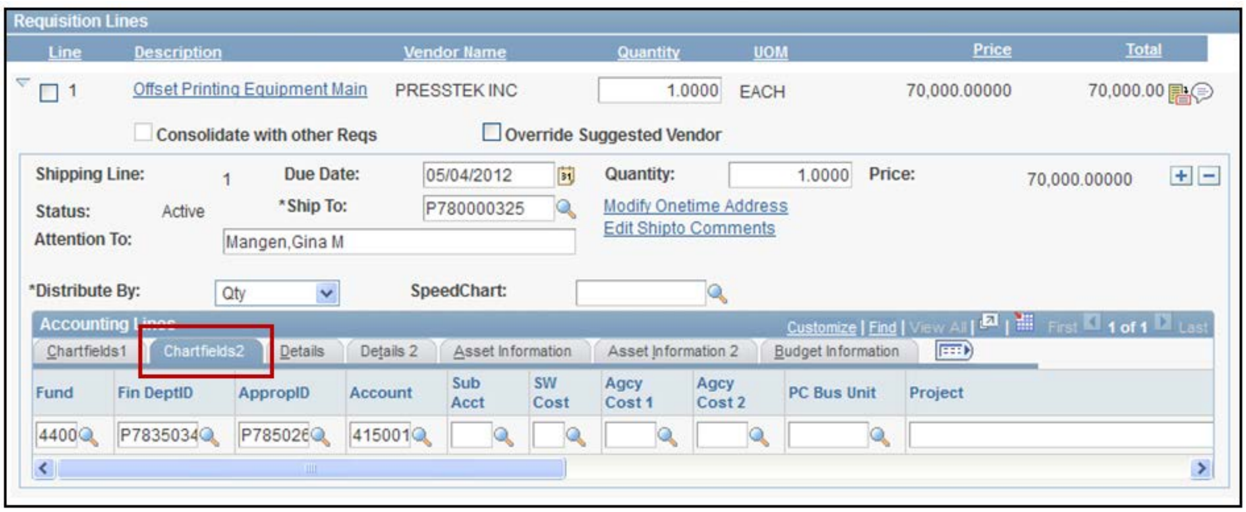
Once the existing requisition is copied, the new requisition will open and can be updated as necessary. Keep in mind the values on the requisition (including Chartfield, quantity, ship to location, etc.) should be double checked before the requisition is saved.

Update ChartField Values

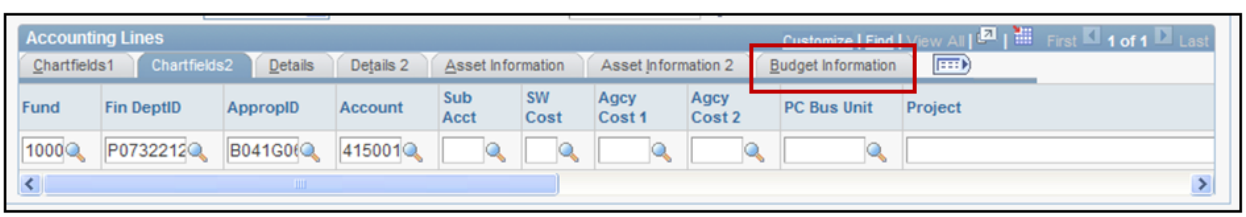
1. Locate the line for which Chartfield values should be updated.



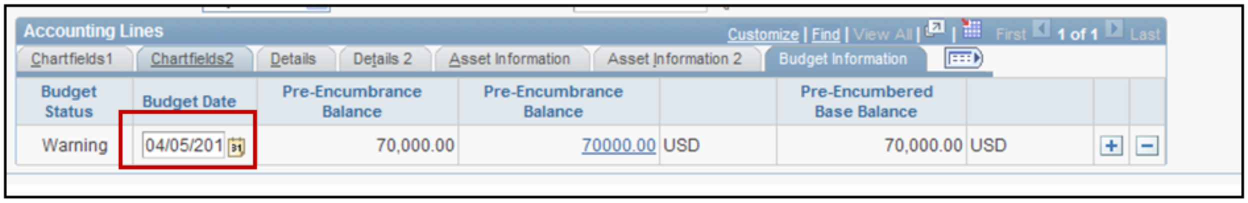
2. Click on the **Expand Section** icon at the far left of the line.



3. Click the **Chartfields2** tab.
4. Change any of the funding string values needing to be updated.

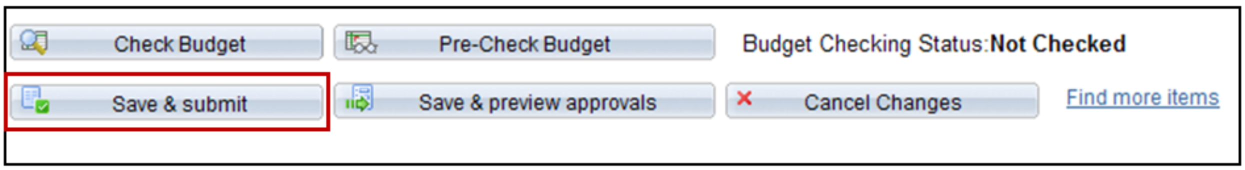


5. Click the **budget information** tab.

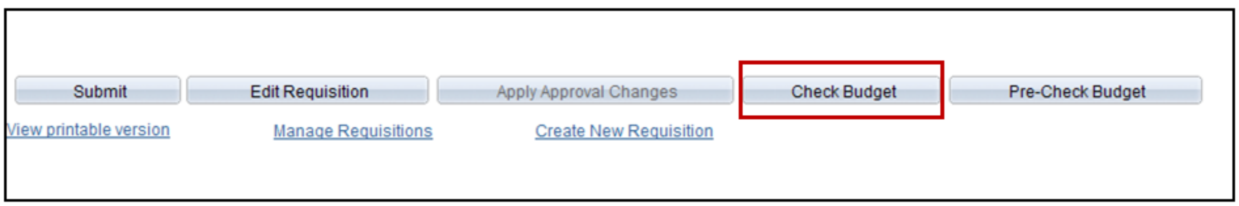


6. Change the date to the new fiscal year if necessary.
7. Update additional lines as necessary.
8. Make any other needed changes to the requisition.

Once all changes are complete, the requisition must be submitted. Scroll to the bottom of the **Review and Submit** page of the requisition to complete the requisition.



9. Click **Save and Submit**.



10. Click **Check Budget**.