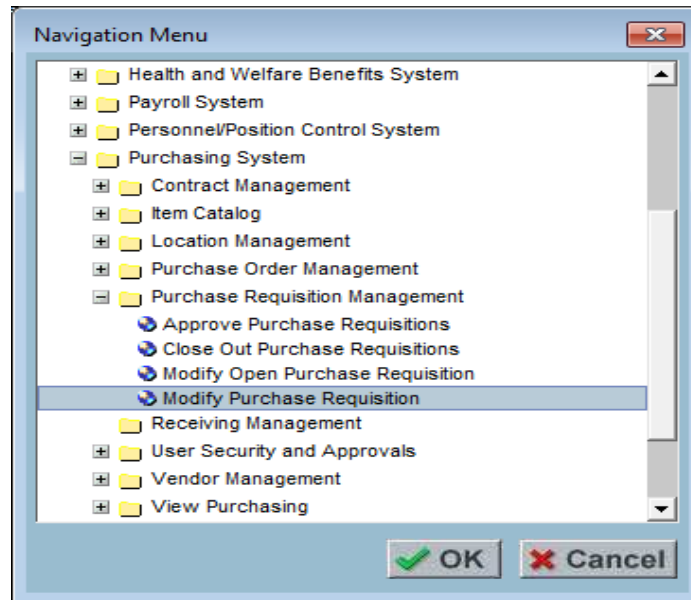


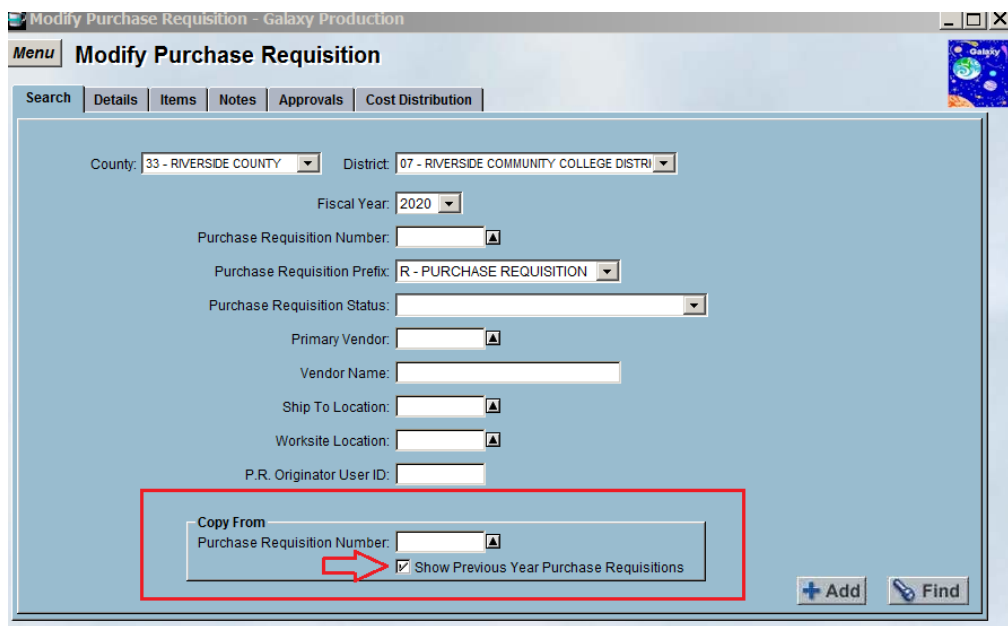
# Entering a New Requisition Using the “Copy From” Feature

This feature will allow you to create either an “Open Purchase Requisition” or “Purchase Requisition” from a previously made requisition using the “Copy From” feature. The requisition will be pre-filled with data from the previous requisition selected, which may be modified as necessary.

- From the Navigation Menu, select “Modify Purchase Requisition” or “Modify Open Purchase Requisition”; click “OK” for new requisition.



- To create a new 2019/20 requisition using an existing 2018/19 requisition; select the checkbox “Show Previous Year Purchase Requisitions.”

A screenshot of the 'Modify Purchase Requisition' form. The form has a header with 'Menu' and 'Modify Purchase Requisition'. Below the header are tabs for 'Search', 'Details', 'Items', 'Notes', 'Approvals', and 'Cost Distribution'. The form contains several fields: County (33 - RIVERSIDE COUNTY), District (07 - RIVERSIDE COMMUNITY COLLEGE DISTRI), Fiscal Year (2020), Purchase Requisition Number, Purchase Requisition Prefix (R - PURCHASE REQUISITION), Purchase Requisition Status, Primary Vendor, Vendor Name, Ship To Location, Worksite Location, and P.R. Originator User ID. At the bottom, there is a 'Copy From' section with a 'Purchase Requisition Number' field and a checked checkbox labeled 'Show Previous Year Purchase Requisitions'. A red box highlights this section, and a red arrow points to the checkbox. At the bottom right are '+ Add' and 'Find' buttons.

After July 1st the system will default to the current Fiscal Year (2019/20). If entering orders for the next fiscal year, BEFORE July 1st, you MUST choose the correct “Fiscal Year” by using the drop down menu by this field. Budget year cannot be changed after the requisition has been created. The requisition must be deleted and re-created in the correct year

- In the “Copy From” field; enter or select from the drop down menu the 2018/19 Purchase Requisition Number you would like to copy from.
- Click “+ Add” to create a new requisition.

The screenshot shows a web application window titled "Modify Purchase Requisition - Galaxy Production". The interface has a "Menu" bar with "Modify Purchase Requisition" selected. Below the menu are tabs for "Search", "Details", "Items", "Notes", "Approvals", and "Cost Distribution". The main form area contains several input fields and dropdown menus. At the bottom, a "Copy From" section is highlighted with a red border. This section includes a "Purchase Requisition Number" field with the value "R0123456" and a checked checkbox labeled "Show Previous Year Purchase Requisitions". A red arrow points to the "Purchase Requisition Number" field, and another red arrow points to the "+ Add" button.

- The new requisition is pre-filled with data from the existing requisition, which may be modified as necessary.
- Make applicable changes; amount, ship to, notes, authorized purchaser, budget code, etc.
- SAVE and submit after all tabs are modified.

**Note:** To copy an existing requisition from the **same fiscal year**, follow the steps listed above, except do not select “Show Previous year Purchase Requisitions”.