

Placing a Purchase Requisition “In Process” (Suspending)

There may be times when you want to suspend a purchase requisition temporarily and access it later for completion or other action. Instead of completing a purchase requisition, follow the steps below to place it “In Process”.

NOTE: Recommended browsers are Firefox, Safari, Chrome, and Edge. Internet Explorer is not recommended.

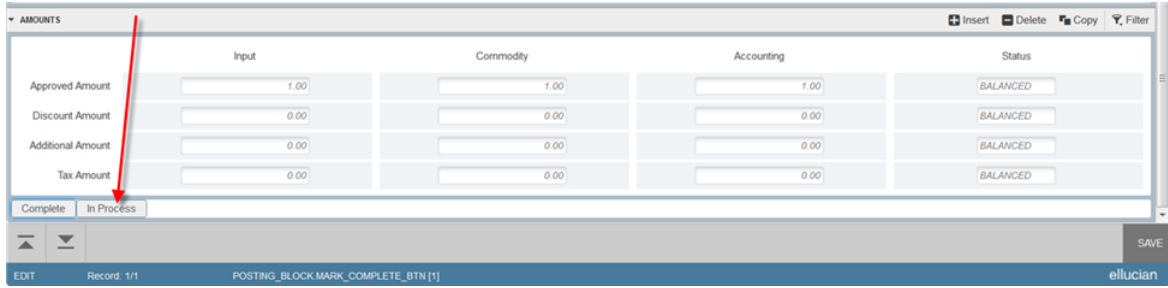
1. To place a myGate purchase requisition “in process”, follow all steps for creating a purchase requisition up to, but not including, the final completion step. Do not click the Complete button.
2. Confirm that you are viewing the Balancing/Completion section of the purchase requisition.

The screenshot displays the myGate interface for a purchase requisition. The top navigation bar includes a search icon, a notification icon with the number '2', the text 'PROD Home', a user profile icon, and a 'Sign Out' button. Below this, a blue header bar shows the requisition details: 'Requisition FPAREQN 9.3.5 (PROD)' with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options. The main content area is titled 'Requisition: R0005723' and includes a 'Start Over' button. The 'Delivery Date' is set to '02/22/2018' and there is a 'Document Level Accounting' checkbox. The 'Requestor/Delivery Information' tab is active, showing fields for 'Vendor' (M00007070, Petter Business Systems Inc), 'COA' (1, Murray State University), 'Requestor' (Gena Wilson), and 'Organization' (100880, Procurement Services). The 'Balancing/Completion' tab is also visible, with a red arrow pointing to it. Below the tabs, there are fields for 'Currency', 'Exchange Rate', 'Commodity Record' (1), 'Count', 'Input Amount' (5.00), and 'Converted Amount'. At the bottom, the 'AMOUNTS' section contains a table with columns for 'Input', 'Commodity', 'Accounting', and 'Status'. The table lists 'Approved Amount', 'Discount Amount', 'Additional Amount', and 'Tax Amount', all with values of 5.00, 0.00, 0.00, and 0.00 respectively, and a status of 'BALANCED'. At the very bottom, there are buttons for 'Complete' and 'In Process'.

3. **PLEASE WRITE DOWN THE PURCHASE REQUISITION NUMBER!**

This screenshot shows the same myGate interface as the previous one, but with a red arrow pointing to the requisition number 'R0005723' in the top navigation bar. The rest of the interface is identical to the previous screenshot.

4. Click In Process button at bottom of screen.



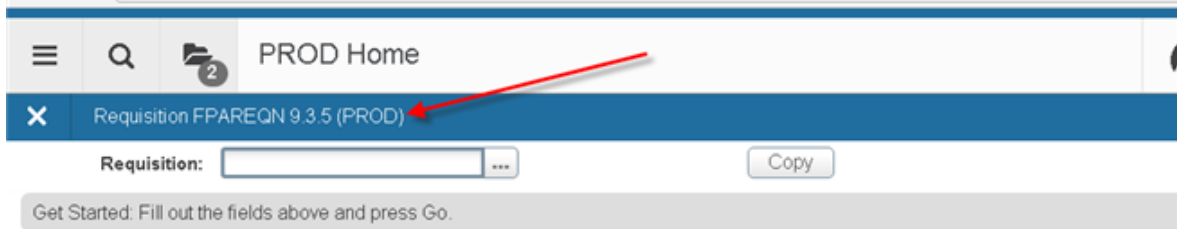
The screenshot shows a web form titled "AMOUNTS" with a table of input fields. A red arrow points to the "In Process" button at the bottom left of the form.

	Input	Commodity	Accounting	Status
Approved Amount	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>	<input type="button" value="BALANCED"/>
Discount Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="BALANCED"/>
Additional Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="BALANCED"/>
Tax Amount	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="BALANCED"/>

Buttons: Complete, In Process

Footer: EDIT Record: 1/1 POSTING_BLOCK_MARK_COMPLETE_BTN [1] ellucian

5. Once you put the Purchase Requisition "In Process", you will be returned to the key block of the FPAREQN form.



The screenshot shows the "PROD Home" page. A red arrow points to the "Requisition FPAREQN 9.3.5 (PROD)" link in the breadcrumb navigation.

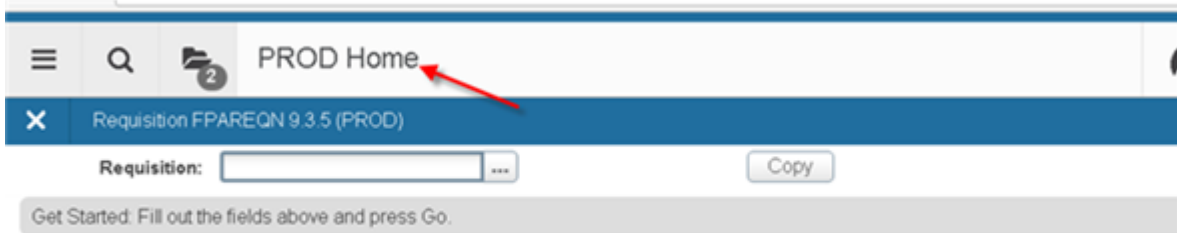
Navigation: PROD Home

Breadcrumb: Requisition FPAREQN 9.3.5 (PROD)

Form: Requisition: Copy

Text: Get Started: Fill out the fields above and press Go.

6. Click on PROD Home to exit FPAREQN.



The screenshot shows the "PROD Home" page. A red arrow points to the "PROD Home" link in the breadcrumb navigation.

Navigation: PROD Home

Breadcrumb: Requisition FPAREQN 9.3.5 (PROD)

Form: Requisition: Copy

Text: Get Started: Fill out the fields above and press Go.