



## QUICK TIPS

### Requisition Reconcile

Step	Process	Comments
1	On the Close Requisitions page, select or Create run control.	
2	Select parameters.	
3	Run Process.	
4	On Process Scheduler Request, select Close Requisition Report.	
5	Review Page.	Make sure this is the requisition you want closed.
6	Repeat steps 1 to 3.	
7		

#### Processing Tips

- A. A weekly batch process will run the Requisition Reconcile behind the scenes.
- B. The Requisition Reconciliation process can be used to close a requisition that is fully canceled or fully sourced and no longer needs to be modified.
- C. Once Requisition Reconciliation has been run, the requisition is completed and will no longer show up in your list of available requisitions when you access requisition pages in update or display mode.
- D. This process will cancel the pre-encumbrance budget amounts for the outstanding requisition.

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If a discrepancy is found in the above information, email  
[Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.

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