REQUISITION ENTRY: HOW TO SELECT PROPER REQ FORM (2021.5)

10/14/22

On Ribbon Select SWITCH FORM

X Close	Q Search	Browse	+ Add	Update	Delete	Output	Print	O Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	Email	Schedule	U Attach	Switch Form	L Line Items	Release	Ac
Requisition Entry [Clovis Unified School District, CA]																			
Main	Main Terms/Miscellaneous																		
+																			

SWITCH FORM will have a drop down box Select CUSD REQ and hit OK



THEN PROCEED WITH PURCHASE REQUISTION ENTRY