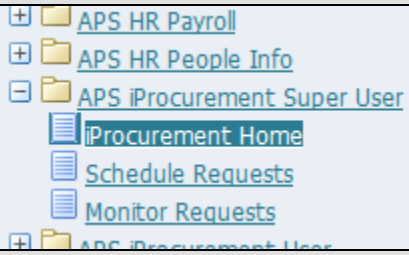


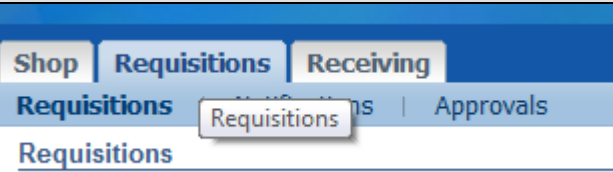
## Complete an Incomplete Requisition in R12

### Step 1



Click the APS iProcurement Super User link.  
Click the iProcurement Home link.

### Step 2



Click the Requisitions tab.

### Step 3

Total	Creation Date	Status	Order
294.50 USD	14-Feb-2014 11:49:12	<a href="#">Incomplete</a>	
11,757.97 USD	13-Feb-2014 16:33:16	<a href="#">In Process</a>	
1,100.00 USD	10-May-2013 14:52:09	<a href="#">In Process</a>	

Locate the Requisition in **Incomplete** status.

### Step 4

View: All My Requisitions

Indicates requisition with a pending change request.

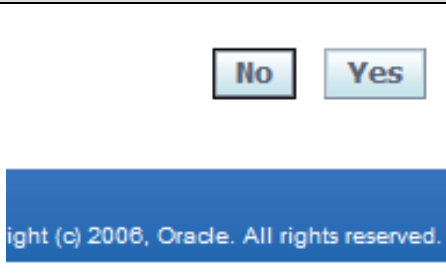
Select Object:

Select	Requisition	Description
<input checked="" type="radio"/>	<a href="#">270415</a>	CP-0008 Colored pencil pack
<input type="radio"/>	<a href="#">270413</a>	iPad Mini Smart Cover - Blue - Per Quote #2200319027

Select the **Radio button** next to the requisition to be completed.

Click the Complete button.

### Step 5

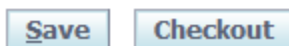


Click the **Yes** button at the far right side of the screen.

### Step 6

Amount (USD)	Delete
200.00	
90.00	
4.50	
<b>294.50</b>	

Click the **Checkout** button.



Step 7

Urgent

\* Need-By Date

(example: 14-Feb-2014 19:45:00)

\* Requester

\* Deliver-To Location

Enter desired information in Requisition Description, Need-By Date, Deliver-To Location fields.

Step 8

7/Ipad Mini-Blk - Mfg:

**Billing**

Charge Account [Enter Charge Account](#)

GL Date

Click the **Edit Charge Account** link to change it OR Skip to Step 15.

Step 9

Charge Account	GL Date
<a href="#">Enter Charge Account</a>	<input type="text" value="14-Feb-2014"/>
<a href="#">Enter Charge Account</a>	<input type="text" value="14-Feb-2014"/>

Click the **Enter Charge Account** link again.

Note: If you have multiple lines, you will need to enter a charge account for each line in your requisition.

Step 10

Line	Description
1	iPad Mini Cover OtterBox Defender F/Ipad Mini-Blk - Mfg#: OTB-77-23834 - Quote #G657

**Projects** **Charge Accounts**

Line	Accounting Flexfield
1	<input type="text"/>

FUND.LOCATION.SRE.PROGRAM.OBJECT.JOB.CLASS.GRANT.CODE.SUB\_PROGRAM.GRADE.OPTIONAL.YEAR

Click the **Search** button next to Charge Account.

Step 11

**Search**

\* FUND

\* LOCATION

\* SRE

\* PROGRAM

\* OBJECT

\* JOB CLASS

None

\* GRANT CODE

None

\* SUB PROGRAM

\* GRADE

None

\* OPTIONAL

None

\* YEAR

None

Select the correct values for all the segments of Charge Account.

Click the **Search** button.

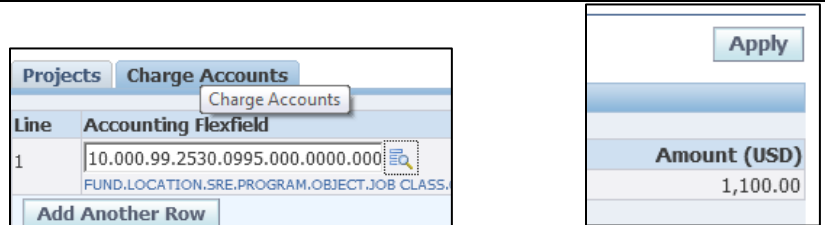
### Step 12



Select the radio button next to the code combination in the Search results.

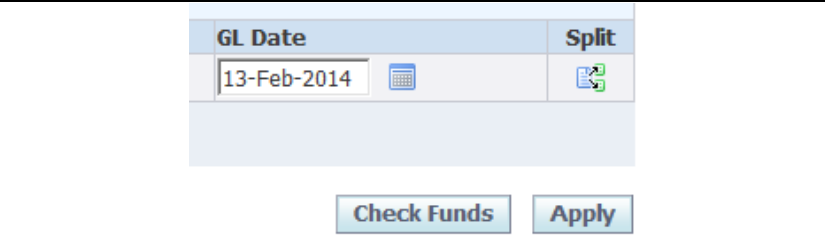
Click the Select button.

### Step 13



Verify the Accounting Flexfield on the left side of the screen, and click the **Apply** button on the far right side of the screen.

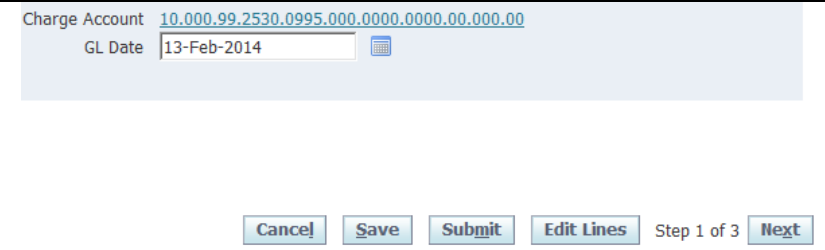
### Step 14



Click the **Apply** button again.

*Note: You will need to enter a charge account for each line in your requisition.*

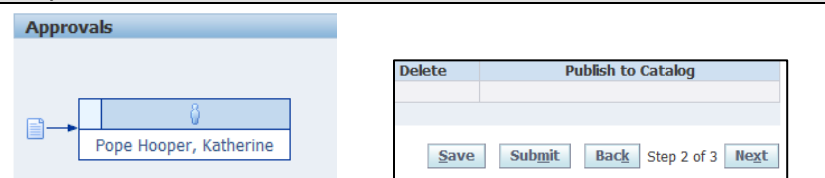
### Step 15



Verify the Charge Account.

Click the Next button.

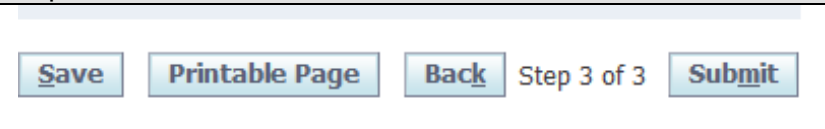
### Step 16



Note the **Approvers** of the Requisition.

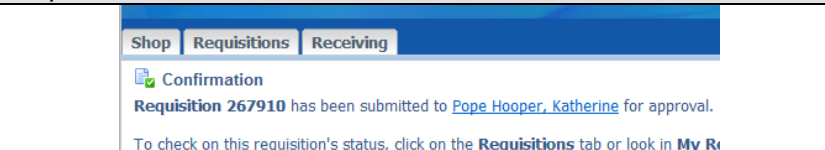
Click **Next** button.

### Step 17



Click the **Submit** button.

### Step 18



Note Confirmation and the Requisition Number.