


HOW to CREATE a NEW REQUISITION

To start the purchasing process in F&B Control, you need to have a Requisition list. To create a Requisition, do the following:

1. On the Main Toolbar, click *Purchasing > Requisition List*. The Requisition List window will open.

| Code | Req. Number | Name | Count | Status | Created |
|------|-------------|-------------------|-------|--------|-----------|
| 13 | 13 | 1.1 | 4 | Closed | 5/8/2008 |
| 14 | 14 | EGS May 2008 | 0 | Closed | 5/9/2008 |
| 15 | 15 | 5.19 | 1 | Open | 5/19/2008 |
| 16 | 16 | EGS 5.19 | 0 | Closed | 5/19/2008 |
| 17 | 17 | 5.22.08 | 0 | Closed | 5/22/2008 |
| 18 | 18 | | 0 | Open | 5/30/2008 |
| 19 | R19 | June 2008 | 1 | Closed | 6/6/2008 |
| 20 | R20 | 6.06.08 | 0 | Closed | 6/6/2008 |
| 21 | R21 | June 2008 | 0 | Closed | 6/6/2008 |
| 22 | R22 | EGS | 3 | Closed | 6/12/2008 |
| 23 | R23 | 7.4.08 | 0 | Closed | 7/4/2008 |
| 24 | R24 | 07.04 | 0 | Closed | 7/4/2008 |
| 25 | R25 | 7.09 | 1 | Closed | 7/9/2008 |
| 26 | R26 | mim | 1 | Closed | 7/9/2008 |
| 27 | R27 | air dried ham | 1 | Closed | 7/9/2008 |
| 28 | R28 | EGS 07.17.08 | 0 | Closed | 7/17/2008 |
| 29 | R29 | Coffee Shop 07.24 | 17 | Closed | 7/24/2008 |
| 30 | R30 | Sam's Bar 07.24 | 21 | Closed | 7/24/2008 |

Note: Open requisitions are in **black** font while closed requisitions are in **red**.

2. On the Requisition List Toolbar, click the **Create a New Requisition** button . The **Requisition** dialog box will appear.
3. On the Requisition dialog box, type the requisition number (can be alphanumeric, up to 20 characters) on the **Requisition Number** text box. If auto-numbering for requisition is used, this text box is disabled.
4. Type the name of the person creating the requisition on the **Name** text box.
5. On the **Default location**, choose whether you want to use the product's default location or identify a location which will be used for all products in the Requisition.
6. If you wish other users to be able to view the requisition, select the **Visible to other users** check box.

Requisition # (new requisition)

Requisition Number: R22

Name: EGS

Default location: Use product's default location
 Sam's Bar

Visible to other users

Date Created: 6/12/2008

Ok Cancel Help

7. Click **Ok**. A dialog box will appear to ask if you want to add products to the requisition. Click **Yes**. The **Requisition Details** window will open. To add products to the Requisition, see **How to Add Products to the Requisition**.