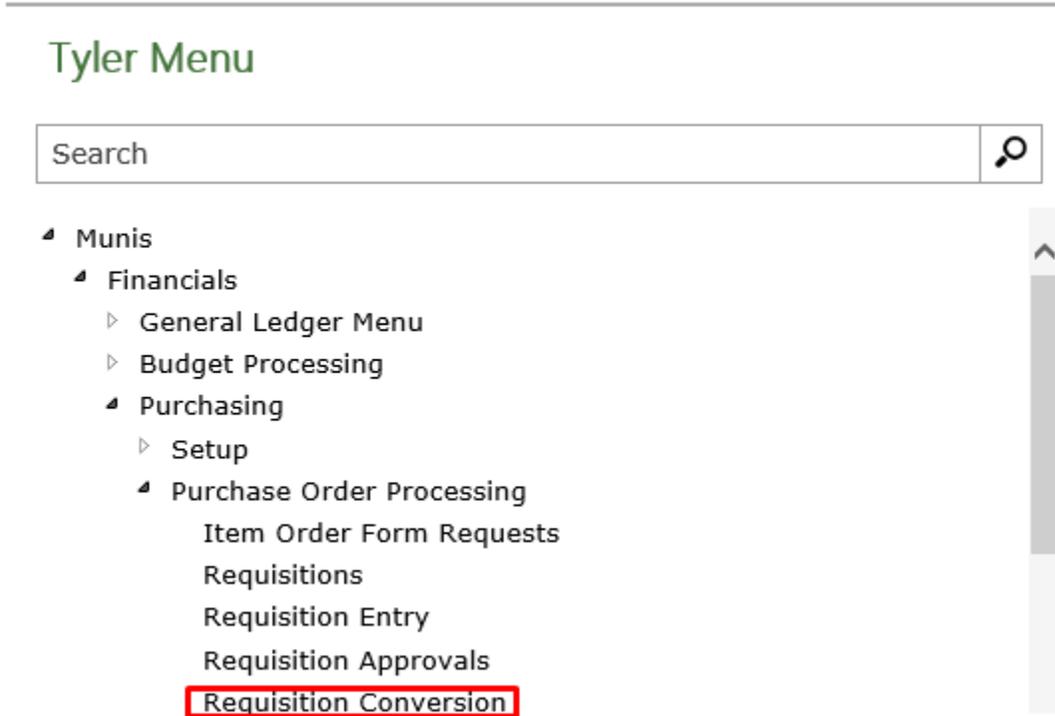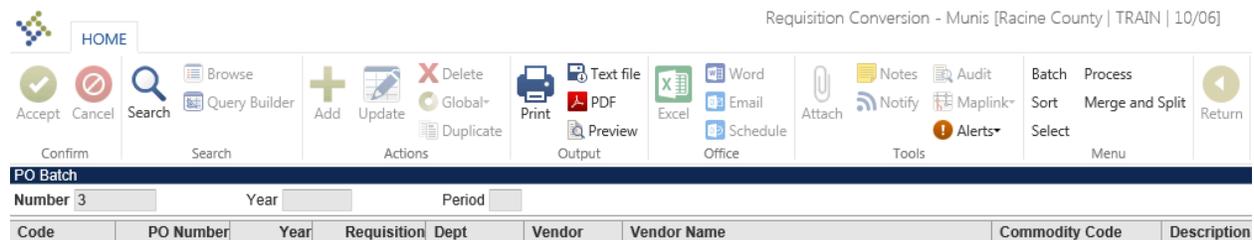# Requisition Conversion

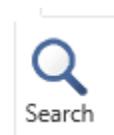Open the Requisition Conversion to POs program
Financials > Purchasing > Purchase Order Processing Menu > Requisition Conversion

The Requisition Conversion program when opened.

Click Search to search for requisitions to convert.

The program opens a new screen containing a Find Criteria section. Click Search followed by Accept to search for all requisitions to be converted

The search resulted in two requisitions

The next step is to create a batch number to attach to the requisition. This can be found in the top right hand corner of the program under the heading Batch

After clicking Batch you will want to enter the PO Batch Number (any 6 digit number combination, it also can be reused) the Fiscal Year for the PO and the Period (automatically defaults in) followed by the Accept option.

The next step is to Select the requisition(s) for approval. The Select option is found in the top right hand side of the program

After choosing Select the Code option is available to Approve, Reject or Export the requisition. We will choose to Approve the requisition.

After choosing the Approve option and clicking Accept, we then will Process the requisition conversion. This option is at the top right hand corner of the program.
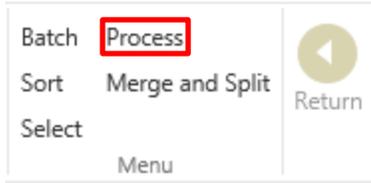
This converts the requisition to a Purchase Order leaving the remaining step to then print the purchase order through the Print Purchase Orders program or if you have Auto Print it will end the process after converting the requisitions.

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