![UVAFinance]

Zero-dollar Line Requisition Sourcing Overview

This Quick Reference Guide (QRG) provides a step-by-step process of manually sourcing a requisition that includes a zero-dollar line. A requisition that contains a zero-dollar line will <u>NOT</u> be automatically sourced into a Purchase Order but will need to be manually sourced instead. The requisitioner can perform this action once all necessary approvals have been obtained. By the end of this QRG you will be equipped to manually source a zero-dollar line requisition that you have created.

Table of Contents

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NOTE	A requisition that contains a zero-dollar line will <u>NOT</u> be automatically sourced into a Purchase Order but will need to be manually sourced instead. The requisitioner can perform this action once all necessary approvals have been obtained. The requisition should have a status of "Successfully Completed" before the manual sourcing process is done.

1. Enter Requisition number into the search bar and verify that the status is "Successfully Completed".
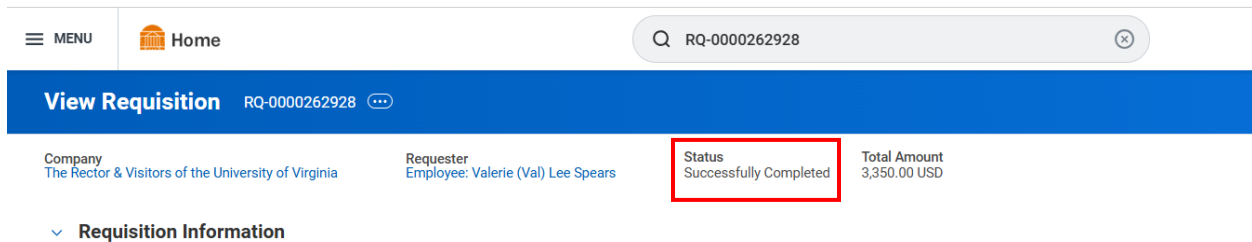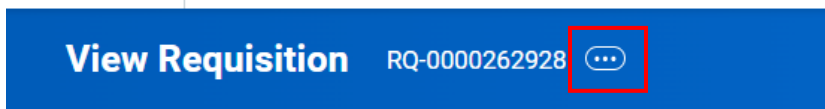

2. You can also verify that the requisition has not been automatically sourced by the Workday system by checking the Sourced column on the Goods or Service Lines.
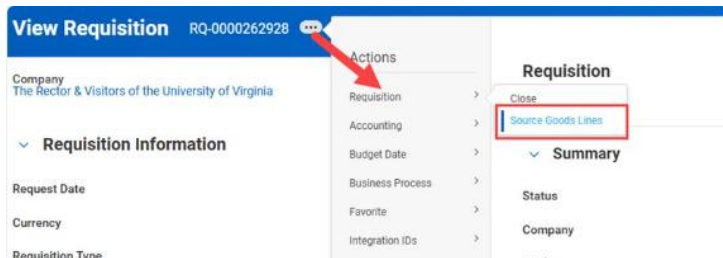
3. To manually source the requisition, click on the Related Actions button next to the Requisition number.

4. Hover over "Requisition" and click on Source Goods Lines.

5. Review requisition detail. If correct, click OK.