

ENTERING MORE THAN 5 LINES ON A REQUISITION
AT-A GLANCE

Once you have filled the 5 lines in a requisition do the following:

1. Click on the Change button (*this will accept the lines and give them line numbers*)
2. Now place your cursor in the very “first” FC box
3. Press the Ctrl + Shift + K keys (*this will clear the line fields*)
4. Now begin entering the remainder of you line items
(*if you fill the 5 lines again, just repeat from step one of these instructions*)