**VIDEO FOR REQUISITIONS**

A video was created for your use in entering requisitions in PeopleSoft.

The goal of the video is to show the correct sequence when entering requisition information, specifically:

1. Requester Name

2. Requisition Line Detail

3. Requisition Default

4. Two methods of checking to ensure correct chartstring is entered

5. Confirming chartstring by printing the requisition and retrieving it from the Process Monitor

For more in depth information, please review the Requisition Training manual located on the Procurement website under [**PEOPLESOFT AND PURCHASING**](http://procurement.umbc.edu/peoplesoft-and-purchasing/)**.**

The video can be accessed at[**https://wiki.umbc.edu/display/ps/Training+Videos**](https://wiki.umbc.edu/display/ps/Training+Videos)