Beginning Monday, May 2nd, the PeopleSoft eProcurement Requisition process will have a few changes. These changes are part of the upcoming PeopleSoft Finance updates that will result in PeopleSoft Finance being unavailable beginning 5pm, Friday April 29th through Sunday May 1st. Training materials have been updated to reflect these changes.

1. Accounting and Shipping changes can no longer be made on the ePro Requisition landing page Requisition Settings; however you will still be able to change these values for individual lines on the Checkout-Review and Submit page or with the Mass Change feature.

2. All of the required accounting fields on the individual lines will all appear on one tab; no more clicking multiple tabs to enter or verify your accounting values.

Please see the screenshots below for a sneak peek of these changes. As always, if you have any questions regarding PeopleSoft eProcurement Requisitioning, please contact the Finance Support Center staff who will be happy to assist.

1) NEW REQUISITION SETTINGS PAGE

On the Requisition Settings page you can change the Business Unit or Requester, and you can enter a Requisition Name, if desired. Accounting and funding changes can be made later on other pages.

2) CHANGE ACCOUNTING/SHIPPING INFORMATION

To make changes or review the requisition accounting and shipping values, you can expand each line on the Checkout-Review and Submit page. Alternatively, you can select the lines you want to change and click the Mass Change button.

This is an example of an individual line with the Accounting Lines section expanded on the Checkout-Review and Submit page. Notice all the chartfields are on the first tab!
Or instead of changing each individual line, you can select the lines on the Checkout-Review and Submit page and then click the Mass Change link to access the Edit Lines/Shipping/Accounting for Selected Lines page.
On the Edit Lines/Shipping/Accounting for Selected Lines page, you can make changes that apply to the lines you selected on the Checkout-Review and Submit page. You also have the option to load the default accounting values associated with your profile.