

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.



The screenshot shows the 'Requisition Settings' page in the PeopleSoft eProcurement system. The page header includes navigation links for 'Favorites', 'Main Menu', 'eProcurement', and 'Requisition'. The University of Missouri System logo and name are displayed, along with the locations: COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS. The page title is 'Requisition Settings'. The form contains the following fields:

- Business Unit:** UMSYS (with a search icon)
- System Administration:** (with a search icon)
- Requisition Name:** (empty text box)
- *Requester:** ALLENAL (with a search icon) and Allen,Adria L.
- *Currency:** USD

At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

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!**

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit System Administration Requisition Name
*Requester Allen,Adria L
*Currency

Cart Summary: Total Amount 8,050.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Line 1			8.0000	Each	1000.0000	8000.00		Add	
Shipping Line 1		*Ship To	<input type="text" value="C00318"/>	Quantity		<input type="text" value="8.0000"/>				
		Address	Procurement Operations 1105 Carrie Francke Dr Columbia, MO 65211-3100	Price		1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench		
		Attention To	<input type="text" value="Allen,Adria L"/>							
		Due Date	<input type="text"/>							

Accounting Lines

*Distribute By SpeedChart *Liquidate By

Accounting Lines

Line	MoCode	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	*Location	Percent
1		UMSYS	730000	0000	A1106002	0	0	UMSYS	00	C00318	

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.

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit System Administration Requisition Name
*Requester Allen,Adria L
*Currency

Cart Summary: Total Amount 8,050.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input checked="" type="checkbox"/> 1	Line 1			8.0000	Each	1000.0000	8000.00		Add	
<input checked="" type="checkbox"/> 2	Line 2			1.0000	Each	50.0000	50.00		Add	
<input type="checkbox"/> Select All / Deselect All		Select lines to:	<input type="button" value="Add to Template(s)"/>	<input type="button" value="Delete Selected"/>	<input type="button" value="Mass Change"/>					
Total Amount							8,050.00 USD			

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.

Checkout Review the items
Requisition Summary

Edit Lines/Shipping/Accounting for Selected Lines

Help

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location
Buyer Category

Shipping Information

Ship To Location
Due Date Attention

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First 1 of 1 Last

Chartfields1	Chartfields3	Details	Asset Information								
MoCode	Dist	Percent	Location	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Load Values From Defaults

OK Cancel