Title: Editing Requisitions

If a change needs to be made on a requisition before it has been sourced to a purchase order and sent to a vendor, it can be edited.

To edit a requisition, follow the steps below:

1. Enter EUID and Password.
2. Click Sign In.
3. Click **Main Menu**.

4. Navigate to **Manage Requisitions** by clicking on Employee Self-Service>Procurement>Manage Requisitions.
5. Verify that the information in the Business Unit and Requester fields is correct.

6. Enter the appropriate search date range into the Date From and Date To fields. **Note:** Leave the Date From and/or Date To fields blank to expand your search.

7. Click Search.

8. Click the triangle icon next to the Req ID to view the current status of the requisition. **Note:** The requisition’s status screen will open.
9. Select **Edit** from the requisition’s associated dropdown menu.

10. Click **Go**.
11. Click OK.

12. Click on the gray triangle next to **Accounting Lines** to reveal the Chartfields.
13. Review **Chartfields 1** and **Chartfields 2** to determine if changes are needed.

14. Click the box next to the appropriate Line(s).
15. Click Mass Change.

16. Enter the appropriate GL Unit in Chartfields 1.

17. Enter the appropriate information for the remaining required Chart of Account fields where needed:
   - Dept
   - Fund Cat
   - Fund
   - Function

   Note: Account and Alt Acct should remain blank.

18. Click OK.
19. Select **All Distribution Lines** or **Matching Distribution Lines**.  
**Note:** Do not select the **Replace Distribution Lines** option.

20. Click **OK**.

21. Review **Acct** and **Alt Account** fields under **Accounting Lines** in **Chartfields 2** to ensure the information is correct.

22. Make changes as needed.
23. Change **Ship To, Due Date, or Quantity** fields as appropriate.

24. Click the item name under the **Description** category.

25. Change information in fields as needed.
26. Click **Apply**.
27. Click **Submit**.
Note: The **Confirmation** screen will open. The edited requisition will be re-routed through the normal approval process. When a requisition has been changed, the system displays the **Change Request/Line Approval Summary** area, which provides details about the changes that have been made to the requisition.