
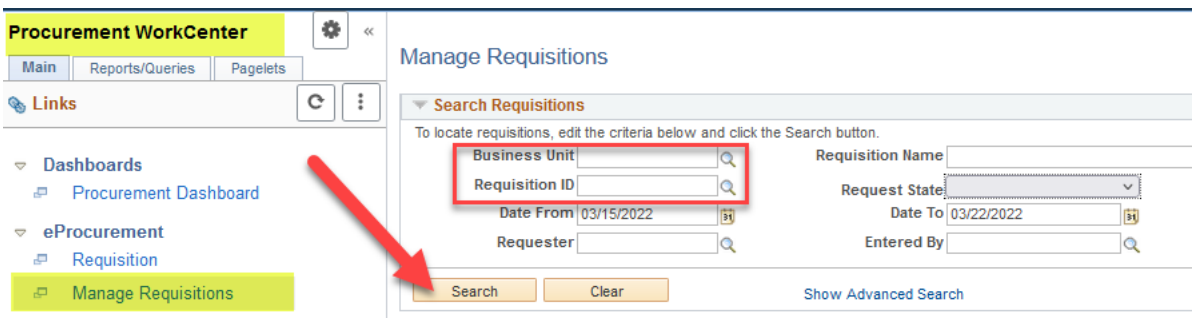
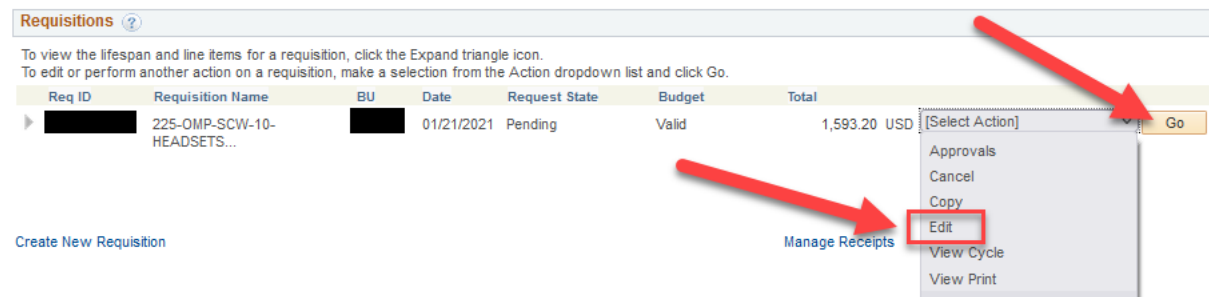
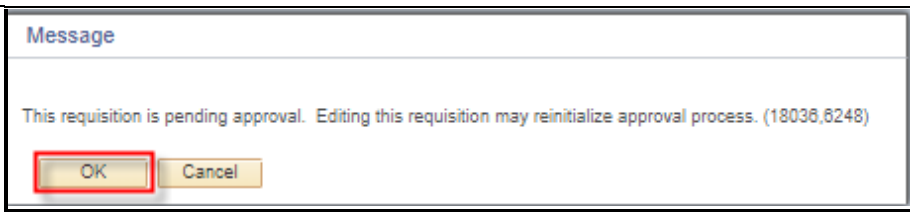


9.2.38 eProcurement: Changing Accounting Defaults on Existing Lines. Quick Reference Guide

Use this guide to understand how to modify accounting defaults on existing lines. You can update all lines or specific lines using the mass change option on the Edit Requisition - Review and Submit Page. Additionally, you can individually modify the accounting distribution by expanding the Accounting Line section.

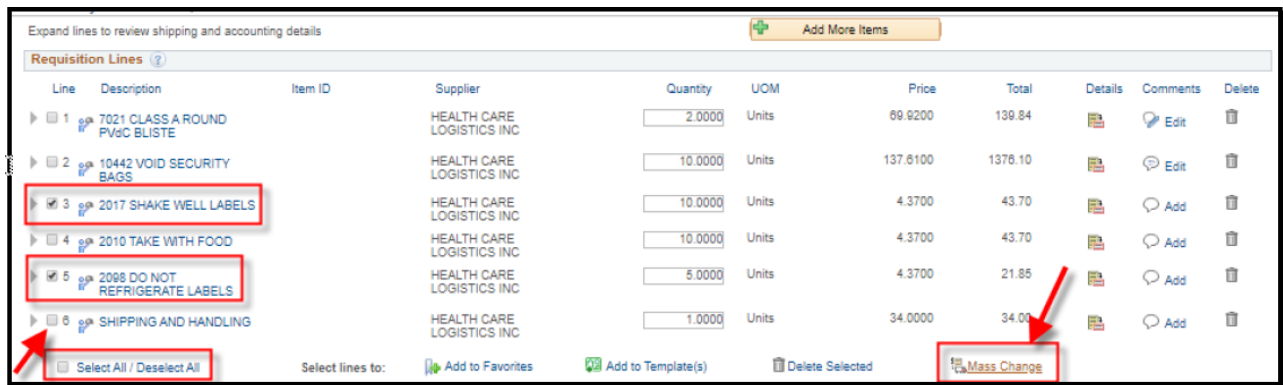
Step	Description
1.	Sign into PeopleSoft
2.	<p>Pull up an existing ePro Requisition using either of the following navigation options: HomePage Tiles: Click on the Procurement tile, select eProcurement > Manage Requisitions OR Use NavBar: Click NavBar icon , Click Navigator option, then Select eProcurement > Manage Requisitions</p>
3.	<p>Enter the Agency Business Unit, Requisition Id and Click "Search".</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>The req details are displayed below the Search Icon:</p> <ul style="list-style-type: none"> • Select Action > Edit • Click Go to access the Review and Submit Page. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • Ignore the message below and click OK. The warning is letting you know that the req is pending approval, editing the funding/accounting distribution should not restart the approval process.

9.2.38 eProcurement: Changing Accounting Defaults on Existing Lines. Quick Reference Guide

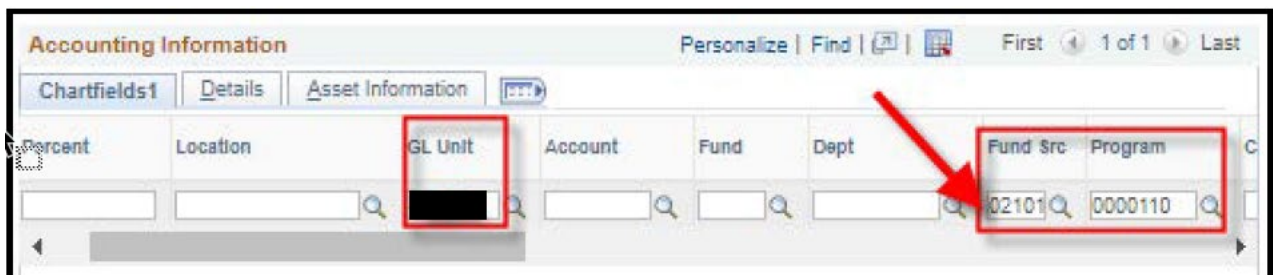
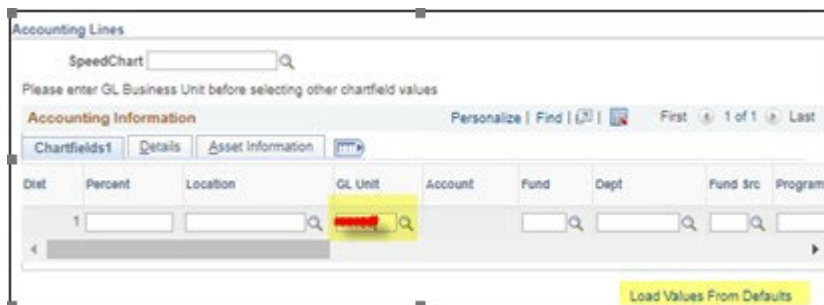


4. **Select All** the lines or specific lines you would like to change (e.g. modify the Account, department, fund, fund source, program, project code, special purpose, etc.).

Click on the **Mass Change** hyperlink.

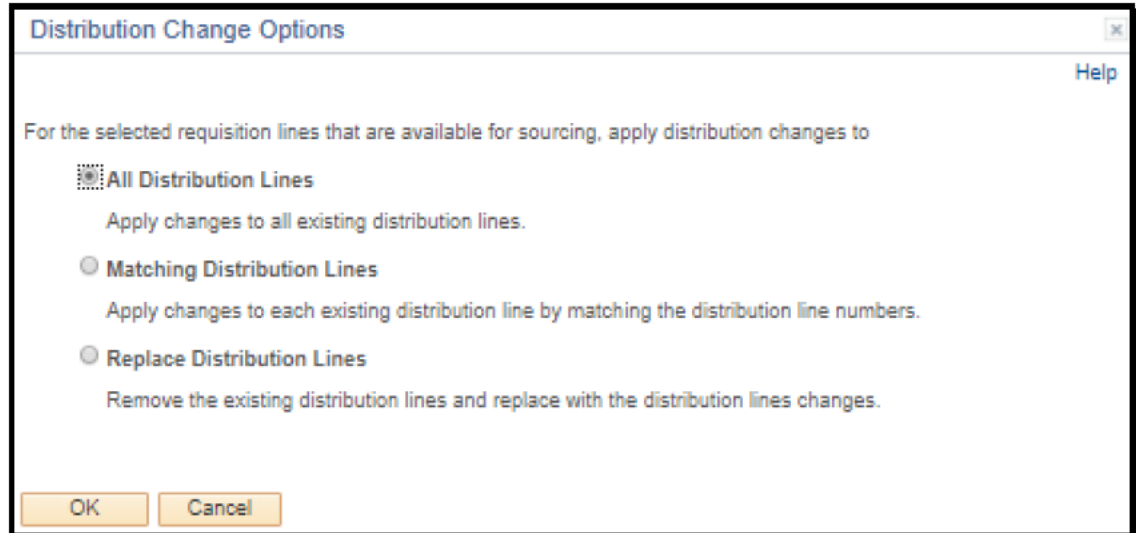


- Enter the GL Business unit and tab out of the field
- Input only the distribution values you want to replace (e.g. fund src, program, etc.)
- Click OK



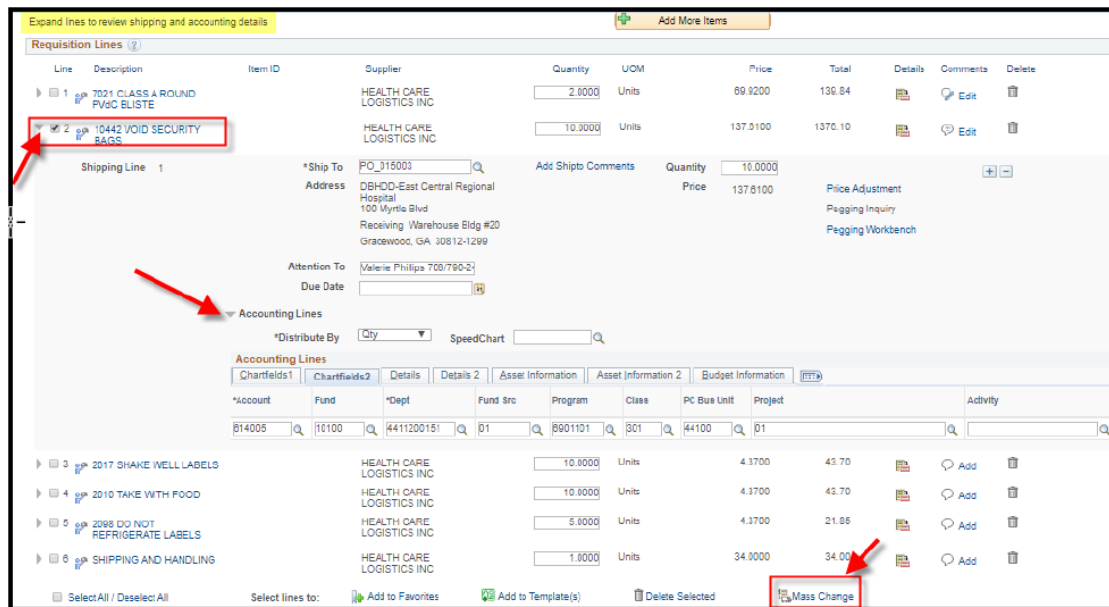
9.2.38 eProcurement: Changing Accounting Defaults on Existing Lines. Quick Reference Guide

- Or you can **Load Values from Defaults** and replace the codes that need to be updated



- Apply the changes to the distribution lines selected. You can also choose to replace the distribution lines if existing lines are already split.
- Click OK
- Review to make sure the distribution displays as expected
- Proceed with other required edits
- Save and Submit the requisition for approval

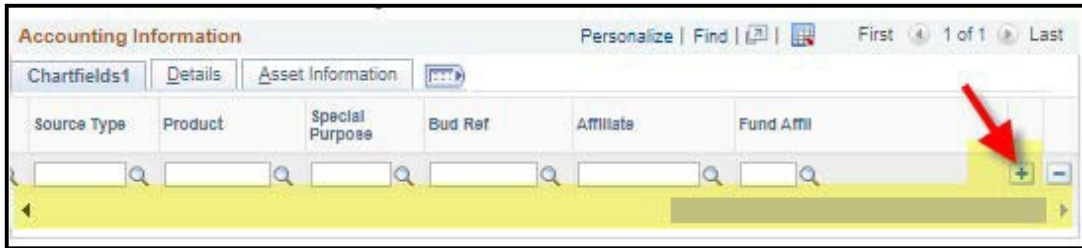
5. **Select All** lines or specific lines that need to be split (e.g by department, fund, fund src, class, etc)



- Click **Mass Change**

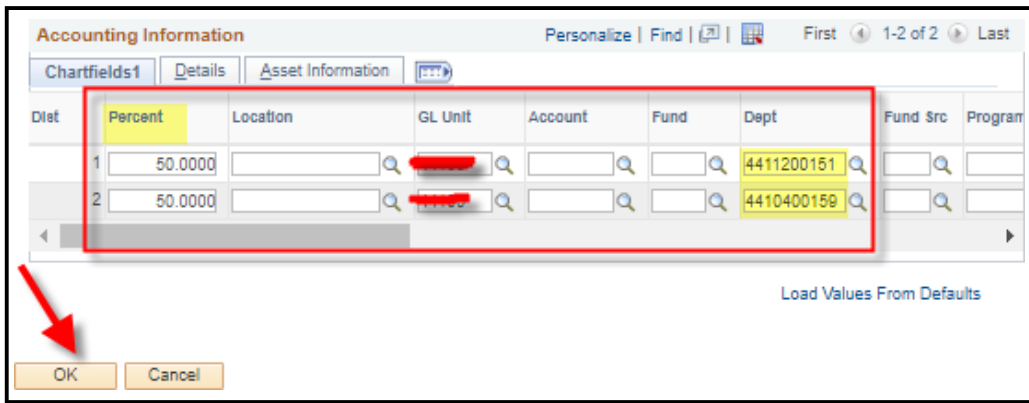
9.2.38 eProcurement: Changing Accounting Defaults on Existing Lines. Quick Reference Guide

- Scroll to the right and Click on the plus sign to add additional row or rows (e.g. split by department)



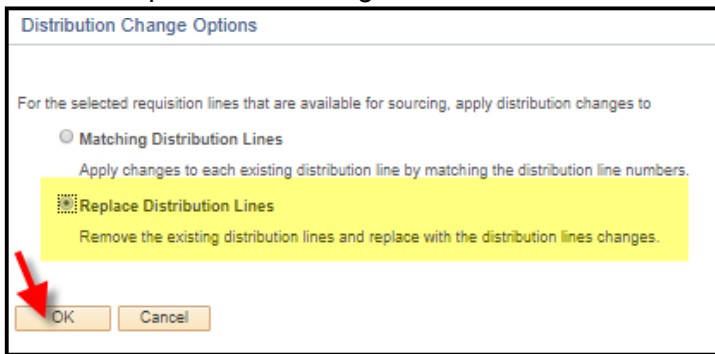
The screenshot shows the 'Accounting Information' dialog box with the 'Chartfields1' tab selected. The 'Details' sub-tab is active, displaying a table with columns: Source Type, Product, Special Purpose, Bud Ref, Affiliate, and Fund Affil. A red arrow points to a plus sign (+) button at the bottom right of the table, used to add new rows.

- Provide the applicable percentages
- Enter the GL Unit on each line and tab out of the field
- Input the the department values to split the charges
- Click OK



The screenshot shows the 'Accounting Information' dialog box with the 'Details' sub-tab. A table is displayed with columns: Dist, Percent, Location, GL Unit, Account, Fund, Dept, Fund Src, and Program. Two rows are visible, both with a 'Percent' of 50.0000. The 'GL Unit' and 'Dept' fields are highlighted with a red box. A red arrow points to the 'OK' button at the bottom left. The text 'Load Values From Defaults' is visible at the bottom right.

- Select to replace the existing distribution line or lines with the newly split lines by department



The screenshot shows the 'Distribution Change Options' dialog box. It contains the text: 'For the selected requisition lines that are available for sourcing, apply distribution changes to'. There are two radio button options: 'Matching Distribution Lines' (unselected) and 'Replace Distribution Lines' (selected). Below the 'Replace Distribution Lines' option is a description: 'Remove the existing distribution lines and replace with the distribution lines changes.' A red arrow points to the 'OK' button at the bottom left.

- Click OK
- Review to make sure the distribution displays as expected
- Proceed with other required edits
- Save and Submit the requisition for approval