
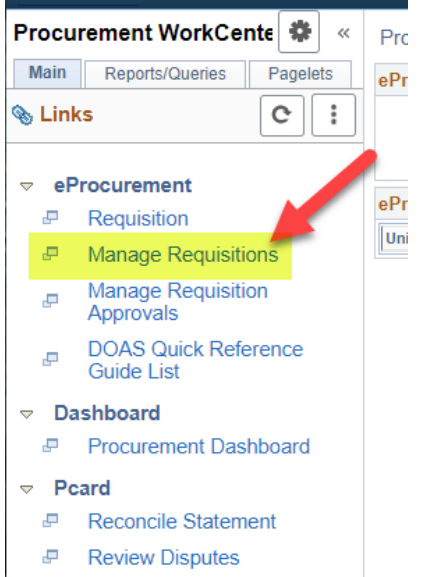


9.2.38 How to Edit a Requisition Quick Reference Guide

How to Edit a Requisition	
1.	<p>This guide will provide you with two ways to edit a Requisition. First, log on to PeopleSoft and click on the Procurement tile from the Home Page.</p>
	
2.	<p>The Procurement WorkCenter will display. One of the way to edit a requisition is by going into the Manage Requisitions menu option. Click on Manage Requisitions.</p>
	
3.	<p>Under Manage Requisitions, there is a dropdown menu available and one of the options is Edit. To edit a requisition from here, find your requisition, click on the dropdown menu, and select the Edit option. This will take you to the Edit page of the requisition and you can make your changes.</p>



9.2.38 How to Edit a Requisition Quick Reference Guide

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit [REDACTED] Requisition Name [REDACTED]
Requisition ID [REDACTED] Request State [Pending] Budget Status [REDACTED]
Date From [05/01/2022] Date To [05/17/2022]
Requester [REDACTED] Entered By [REDACTED] PO ID [REDACTED]

Search Clear Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ 0000133731	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Valid	760,000.00 USD	[Select Action]	Go
▶ 0000133728	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Valid	120.00 USD	Approvals Cancel Copy	Go
▶ 0000133725	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Valid	1,658.92 USD	Edit	Go
▶ 0000133724	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Valid	1,658.92 USD	View Cycle View Print	Go
▶ 0000133723	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Valid	1,689.07 USD	[Select Action]	Go

4. The second way to edit a requisition is by going through the Manage Requisition Approvals menu option on the Procurement WorkCenter from the Procurement tile.

Procurement WorkCenter

Main Reports/Queries Pagelets ePr

Links

- ▼ eProcurement
 - Requisition
 - Manage Requisitions
 - Manage Requisition Approvals
 - DOAS Quick Reference Guide List
- ▼ Dashboard
 - Procurement Dashboard
- ▼ Pcard
 - Reconcile Statement
 - Review Disputes



9.2.38 How to Edit a Requisition Quick Reference Guide

5. On the Manage Requisition Approvals page, click on the Search button if your requisitions pending do not automatically display then click on the Requisition ID.

Manage Requisition Approvals

Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID Requisition Name

Business Unit *Status

Date From Date To

Requester Entered by

 [Show Advanced Search](#)

Requisition

To view the complete details and approve a Requisition, click the requisition ID link.

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
<input type="button" value="P"/> Pending	0000014502 !	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11516.00	USD

6. The Requisition Approval page will display. There is a Edit Requisition button on this page. This will take you to the Edit page of the requisition and you can make your changes.

Requisition Approval

Business Unit [REDACTED]

Requisition ID [REDACTED]

Requisition Name [REDACTED]

Requester [REDACTED]

Entered on 04/26/2022

Status Pending

Priority High

Budget Status Valid

Requester's Justification
No justification entered by requester.


9.2.38 How to Edit a Requisition Quick Reference Guide

7. The Requisition Approval page also has an Approve button at the bottom of the page. You can also approve a Requisition from this page.

▼ **Review/Edit Approvers**



▼ **Kirkland Stage: Pending**



Skipped No approvers found B - All Amounts → Skipped No approvers found C → Skip

Comments

Enter Approver Comments