

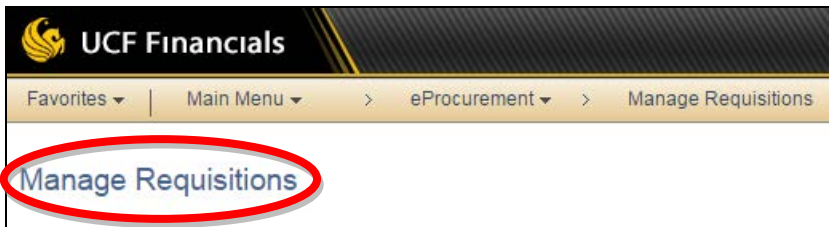
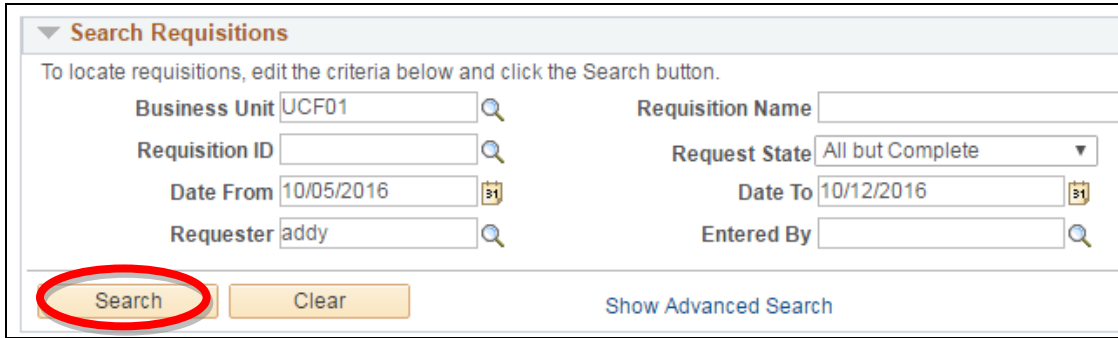
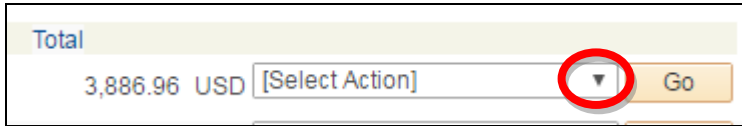


# ADDY NOTES



## Changing Account Codes on a Requisition

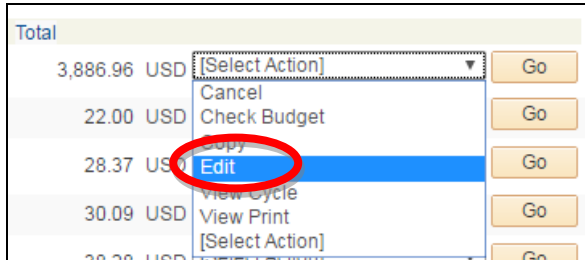
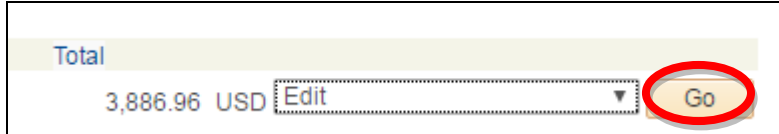
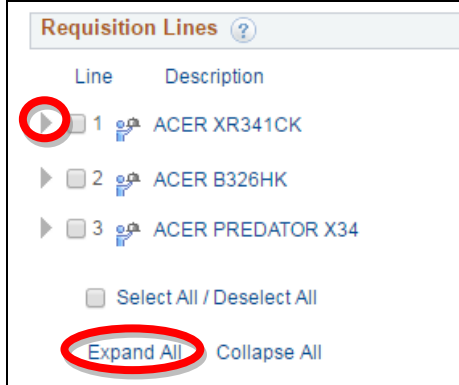
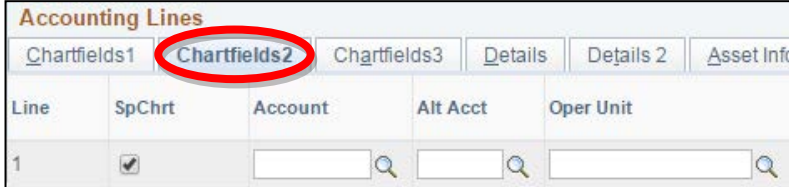
Occasionally, you may want to change an expense account code on a requisition you created. This Addy Note explains the steps to change the account code on a requisition that you have already saved. To change the account code while you are still creating a requisition, begin at Step 7.

| Step | Action                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Navigate to: <b>Main Menu &gt; eProcurement &gt; Manage Requisitions.</b><br>                        |
| 2.   | Enter the search criteria to locate the requisition(s) you need to edit.                                                                                                                |
| 3.   | Click <b>Search.</b><br>                                                                            |
| 4.   | Click the <b>Selection Action</b> field <b>down arrow</b> for the requisition you need to edit.<br> |



# ADDY NOTES

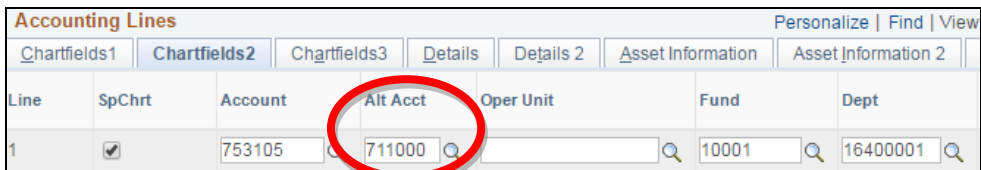
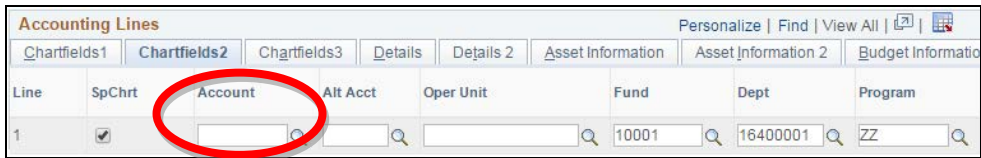
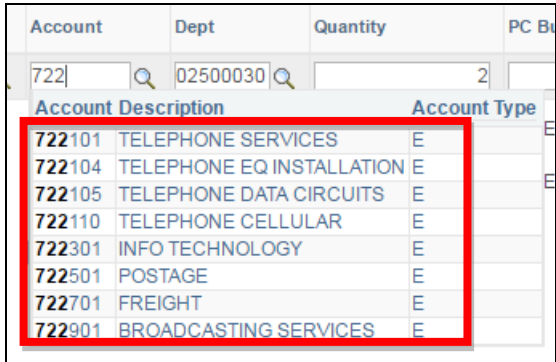


| Step | Action                                                                                                                                                                                                                                               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | <p>Select <b>Edit</b>.</p>                                                                                                                                          |
| 6.   | <p>Click <b>Go</b>.</p>                                                                                                                                           |
| 7.   | <p>Click the <b>Expand Section</b> icon for the requisition line you need to edit, or click the <b>Expand All</b> link to display all the requisition lines.</p>  |
| 8.   | <p>Click the <b>Chartfields2</b> tab.</p>                                                                                                                        |



# ADDY NOTES



| Step | Action                                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | <p>Delete the existing code in the <b>Alt Acct</b> field.</p>                                                                                                                                                                                                                                  |
| 10.  | <p>Click on the <b>Account</b> field (the existing account code is deleted because you removed the Alt Account).</p>                                                                                                                                                                          |
| 11.  | <p>Enter the first three digits of the account you want to use in the Account field. If you have the type-ahead feature selected, it displays a list of accounts that begin with those three numbers. You can select or deselect the type-ahead feature in the My Personalizations menu.</p>  |
| 12.  | <p>Select the account code you need from the list of search results.</p>                                                                                                                                                                                                                                                                                                         |
| 13.  | <p>Note that the correct <b>Alt Account</b> value has populated into that field. If you are charging this requisition line to a project value, note that the Activity associated with the expense account code you selected has also auto-populated into the <b>Activity</b> field.</p>                                                                                          |



# ADDY NOTES



| Step | Action                                                                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.  | <p>Click the <b>Preview Approvals</b> link.</p> <div data-bbox="306 575 1386 716" style="border: 1px solid black; padding: 5px;"> </div>                                                                                                                        |
| 15.  | <p>On the <b>Confirmation</b> page that displays, verify the <b>Budget Status</b> is “Valid” and click the <b>Submit</b> button. If the <b>Budget Status</b> is not “Valid,” Click the <b>Check Budget</b> button to validate and then click <b>Submit</b>.</p> |