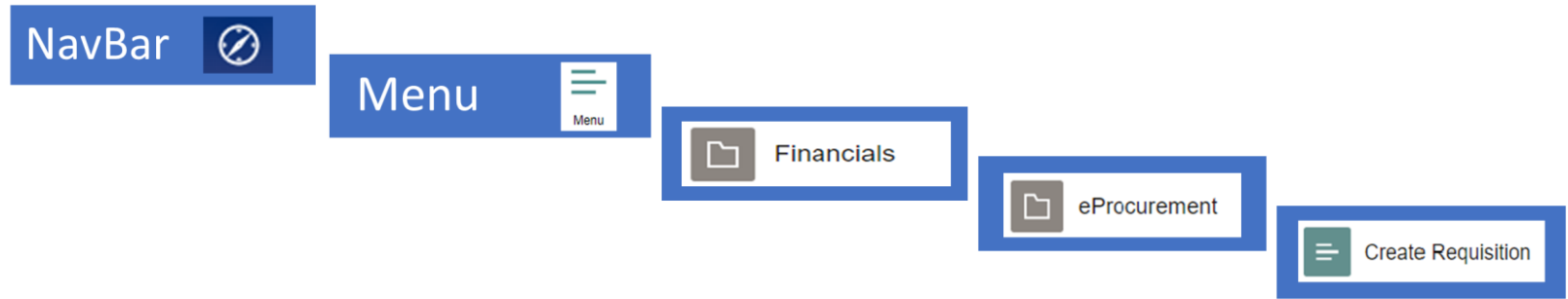


How to Change the Account Code on Requisition

Procedures for changing Account Code on Requisition in PeopleSoft

Creating a Requisition

- Navigate to create requisition



- Enter requisition information or click the SciQuest eShop Portal link for eShop purchases

Create Requisition ?

Welcome Daniel Lee Pippin

[Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options [Advanced Search](#)

- All Request Options
- Web
 - SciQuest eShop Portal
- Special Requests
- Favorites
- Templates

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text"/>
*Price	<input type="text"/>
*Quantity	<input type="text"/>
*Category	<input type="text"/>
*Currency	<input type="text" value="USD"/>
*Unit of Measure	<input type="text"/>
Due Date	<input type="text"/>

Supplier

Supplier ID	<input type="text"/>
Supplier Name	<input type="text"/>
Supplier Item ID	<input type="text"/>

Address Sequence Number

Requisition Checkout

- Example: Purchase with Category Code – 43211503 Notebook Computers (includes Laptops)
- After clicking checkout or returning a cart to Peoplesoft (eSHOP), the next screen should indicate “Checkout – Review and Submit”
 - Click the grey triangles to pull down Ship To information and Accounting Lines
 - Enter cost center information into SpeedChart.

Requisition Summary

Business Unit: UT Tyler Requisition Name:

*Requester: Daniel Lee Pippin Priority:

*Currency: Custom Fields

Cart Summary: Total Amount 1,000.00 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	Laptop Computer		SUMMUS INDUSTRIES INC	1.0000	Each	1000.0000	1000.00		Add	
Shipping Line 1			*Ship To: <input type="text" value="PHY108"/> Address: 3201 Old Glory Rd Tyler, TX 75799	Add Shipto Comments	Quantity: <input type="text" value="1.0000"/>	Price: 1000.0000		Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields		
Attention To: <input type="text" value="Daniel Lee Pippin"/>										
Due Date: <input type="text"/>										

Accounting Lines

*Distribute By: SpeedChart

Accounting Lines Personalize | Find | View All | First 1 of 1 Last

Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information	Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
							1	Open		<input type="text" value="STE123"/>	1.0000	100.0000	1,000.00	<input type="text" value="UTTYL"/>	

Locating Account Code

- Select “Chartfield2” tab
- The default account code is 63142 - Computer Equip & Parts Exp’d

▼ Accounting Lines

*Distribute By SpeedChart

Accounting Lines

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit
63142	3100	115900	31002368	700		

Changing Account Code

- Type in correct account code into field

▼ Accounting Lines

*Distribute By SpeedChart

Accounting Lines

Chartfields1 **Chartfields2** Details Details 2 Asset Information Asset Information 2 Budget Information

Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit
63163	3100	115900	31002368	700		

- Click
 - “Save for Later” (optional)
 - “Check Budget”
 - If Budget Status returns Valid, “Save & Submit”

Check Budget Pre-Check Budget Budget Checked Status **Valid**

Save & submit Save for Later Add More Items Preview Approvals

- Process Complete