



Step	Action																
1	Fiscal year renewal requisitions can be edited but have special instructions to maintain their correct status. In Peoplesoft, select the eProcurement tile.																
<p style="text-align: center;">▼ OU Homepage</p> <div style="display: grid; grid-template-columns: repeat(4, 1fr); gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounts Payable</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Approvals</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Cash Receipts</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Cost Transfer</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>eProcurement</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>P-Card</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Reports and Query Viewer</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Service Unit Request (OUHSC)</p> </div> </div>																	
2	Navigate to Manage Requisitions on the left navigation. Select clear, enter your Business Unit of NORMN or OUHSC. Enter the requisition number that needs to be updated and change to Date From and Date to =07/01/2023 and then select Search.																
3	<p>Manage Requisitions</p> <p>▼ Search Requisitions</p> <p>To locate requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: <input type="text" value="NORMN"/> <input type="button" value="Q"/></p> <p>Requisition ID: <input type="text" value="0000035887"/> <input type="button" value="Q"/></p> <p>Date From: <input type="text"/> <input type="button" value="BT"/></p> <p>Requester: <input type="text"/> <input type="button" value="Q"/></p> <p>Requisition Name: <input type="text"/> <input type="button" value="Q"/></p> <p>Request State: <input type="text" value="Open"/> <input type="button" value="Q"/></p> <p>Date To: <input type="text" value="07/01/2023"/> <input type="button" value="BT"/></p> <p>Budget Status: <input type="text"/> <input type="button" value="Q"/></p> <p>Origin: <input type="text"/> <input type="button" value="Q"/></p> <p>Org: <input type="text"/> <input type="button" value="Q"/></p> <p>Entered By: <input type="text"/> <input type="button" value="Q"/></p> <p>Supplier: <input type="text"/> <input type="button" value="Q"/></p> <p>PO ID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Show Advanced Search</p> <p>Requisitions <input style="font-size: small; vertical-align: middle;" type="button" value="?"/></p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>▶ 0000035887</td> <td>FY24 Test</td> <td>NORMN</td> <td>07/01/2023</td> <td>Open</td> <td>Not Chk'd</td> <td>4,000.00 USD</td> <td> <input type="text" value="[[Select Action]]"/> <input type="button" value="Go"/> </td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		▶ 0000035887	FY24 Test	NORMN	07/01/2023	Open	Not Chk'd	4,000.00 USD	<input type="text" value="[[Select Action]]"/> <input type="button" value="Go"/>
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4	Select Edit in the “Select Action” drop-down box and click Go .																



Manage Requisitions

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

Business Unit: NORMN
 Requisition ID: 0000035887
 Date From: []
 Requester: []

Requisition Name: []
 Request State: Open
 Date To: 07/01/2023
 Entered By: []
 Budget Status: []
 Origin: []
 Org: []
 Supplier: []
 PO ID: []

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	
▶ 0000035887	FY24 Test	NORMN	07/01/2023	Open	Not Chkd	4,000.00 USD	<div style="border: 2px solid red; padding: 2px;"> Edit <input type="button" value="Go"/> </div>

5 The requisition entry page will appear. Select the **Description** of the line that needs to be updated.

Edit Requisition - Review and Submit
Review the item information and submit the req for approval.

My Preferences Re

Requisition Summary

Business Unit: NORMN OU Norman Campus Requisition Name: FY24 Test
 Requester: 406355 Danna R Todd Requisition ID: 0000035887
 *Currency: USD Priority: Medium
 Custom Fields

Cart Summary: Total Amount 4,000.00 USD

Expand lines to review shipping and accounting details + Add More Items

Requisition Lines

Line	Description	Supplier	Quantity	UOM
▶ <input type="checkbox"/> 1	Testing for Fiscal year renewa	C&C TILE AND CARPET CO INC	1.00	Batch Lot

Select All / Deselect All Select lines to: + Add to Favorites + Add to Template(s) Delete Selected

6 The Edit Requisition page appears, Update the price, and then select **APPLY**.



Home My Preferences Requisition Settings | 1 Line Checkout

Search All Search Advanced Search

Requisition ?

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

Item Details

*Item Description: Testing for Fiscal year renewals

*Price: 5000.0000

*Quantity: 1.0000

*Category: 829100

*Currency: USD

*Unit of Measure: LOT

Due Date:

Supplier

*Supplier ID: 9100004644

Supplier Name: C&C TILE AND CARPET CO INC

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Apply

7

This pop-up message will appear for any lines that are marked **Amount Only**. Click **YES**.

Home My Preferences Requisition Settings | 1 Line Checkout

Search All Search Advanced Search

Requisition ?

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

Item Details

*Item Description: Testing for Fiscal year renewals

*Price:

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Due Date:

Supplier

*Supplier ID: 9100004644

Supplier Name: C&C TILE AND CARPET CO INC

Additional Information

Send to Supplier Show at Receipt Show at Voucher

8 **NOTE: This change will remove the Fiscal Year Renewal checkmark from all lines marked amount only, so you will need to re-check the Fiscal Year Renewal box by clicking on Details for each amount only line.**



	<p>Edit Requisition - Review and Submit Review the item information and submit the req for approval.</p> <p>My Preferences Requisition Settings</p> <p>Requisition Summary</p> <p>Business Unit: NORMN OU Norman Campus Requisition Name: FY24 Test Requester: 406355 Danna R.Todd Requisition ID: 0000035887 *Currency: USD Priority: Medium</p> <p>Cart Summary: Total Amount 5,000.00 USD</p> <p>Expand lines to review shipping and accounting details Add More Items</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Description</th> <th>Supplier</th> <th>Quantity</th> <th>UOM</th> <th>Price</th> <th>Total</th> <th>Details</th> <th>Comments</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Testing for Fiscal year renewa</td> <td>C&C TILE AND CARPET CO INC</td> <td>1.00</td> <td>Batch Lot</td> <td>5,000.00</td> <td>5,000.00</td> <td></td> <td>Add</td> <td></td> </tr> </tbody> </table> <p>Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change</p> <p>Total Amount 5,000.00 USD</p>	Line	Description	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete	1	Testing for Fiscal year renewa	C&C TILE AND CARPET CO INC	1.00	Batch Lot	5,000.00	5,000.00		Add	
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	<p>Line Details</p> <p>Line Details ?</p> <p>No Image Line 1 Testing for Fiscal year renewa Line Status: Open</p> <p>Item Details ?</p> <p>Merchandise Amount: 5000.00 USD <input type="checkbox"/> Waiting on Bid Category: 829100 <input type="checkbox"/> Device Tracking Original Substituted Item Description: <input checked="" type="checkbox"/> Fiscal Year Renewal Physical Nature: Services <input checked="" type="checkbox"/> Amount Only Buyer: <input type="checkbox"/> Inspection Required</p> <p>Buyer Information Configuration Info</p> <p>Contract Information ?</p>																				
9	<p>Check the Fiscal Year Renewal Box then scroll down and click OK.</p>																				
10	<p>Click Save for Later Save for Later. This will Save the edits to the Requisition. To exit the requisition, select Return to Requisition Link</p> <p>Budget Checking Status: Not Checked </p> <p> Save for Later Add More Items Preview Approvals Add Request Document</p>																				
11	<p>If you have additional questions, please email Procurement at askpurchasing@ouhsc.edu or email any contract specialist to request further assistance.</p>																				