KENNESAW STATE UNIVERSITY
UNIVERSITY
OFFICE OF FISCAL SERVICES

How To
Restart a Denied Requisition

Following these instructions are vital to properly resubmitting a denied requisition. If not followed, the requisition will not show up in the queue of the Procurement Office – preventing it from being processed.

*When denied, PeopleSoft has a quirk that requires a requisition to have **something changed on each line item, then changed back, to properly resubmit it**. This job aid will show you the best methods of doing so. If you have any questions, please submit a service request via service.kennesaw.edu/ofs.*

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.

2. In the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.

3. On the new page, clear out **Date From/To**, **Request State**, and **Origin**.

Manage Requisitions

| Requisition Search | Keyword Search |

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

Business Unit 43000
Requisition ID
Date From
Requester

Requisition Name
Request State
Date To
Entered By

Budget Status
Origin — Special Reques
PO ID

Marketplace Requisition
Special Request

Search   Clear   Show Advanced Search
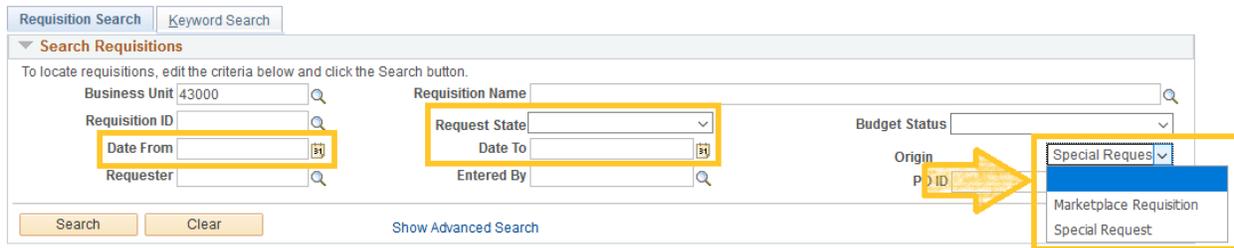
4. Enter the requisition number next to **Requisition ID** and press **Search**. The requisition will show up below.

5. At the right of the listing, click the dropdown menu and select **Edit**. Then press **Go**. Select **OK** for the message that pops up about the requisition pending approval.

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		
0000535673	Capital Restoration/CY ...	43000	10/11/2019	Pending	Not Chk'd	1,253.88 USD	Edit	Go

6. From here you have a few options. Each will require you to change something on each line, click **Save for Later**, change it all back, then click **Save & Submit**. This will start the approval process over.

7. If your requisition has one line:

   a. **Change the Quantity** – If the quantity box is active for editing, this is the easiest method to use.

i. Change the quantity by adding one (i.e. if the quantity is 1.0000, change it to 2.0000).

ii. **Press Tab** for the change to load.

iii. Click **Save for Later**.

iv. Change the line item back to its previous quantity (i.e. if you changed 1.0000 to 2.0000, you would change it back to 1.0000).

v. Complete the requested changes to the requisition (per the reason it was denied).

vi. Click **Save & Submit**. Approvals will restart.

b. **Change the Account Code** – If the quantity cannot be edited, we recommend changing the account code.
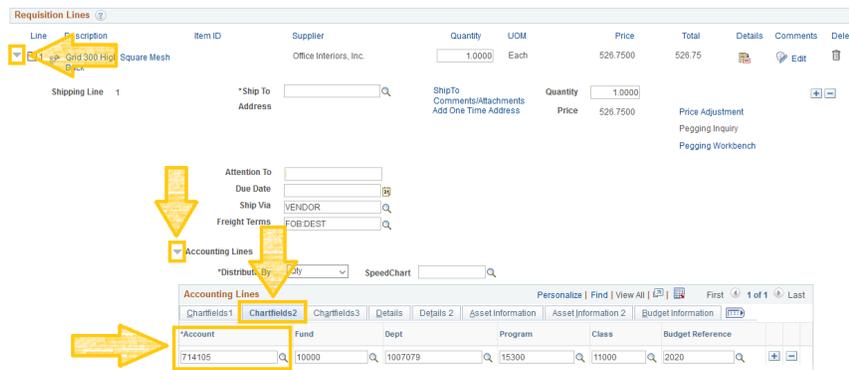
i. Click the grey triangle on the left of the line's listing. Information for the accounting lines will drop down.

ii. In the dropdown information, click the grey triangle next to **Accounting Lines**. This drops down the chartfield entry area.

iii. Click the **Chartfield2** tab.

iv. Take note of your account code, you will need to remember it. Change the account code to something else, then click **Save for Later** at the bottom of the page.

v. Change the account code back to the correct one, then complete the requested changes to the requisition (per the reason it was denied).

vi. Click **Save & Submit**. Approvals will restart.

8. If your requisition has <mark>multiple</mark> lines:

a. **Change the Quantity** – If you have a reasonable amount of lines to manually edit, this option is still the best method to use. Follow the above instructions, <u>making sure to change each line before clicking Save for Later</u>.

b. **Mass Change** – This option allows you to change multiple lines with one command – we recommend changing the **Account code**.

i. Take note of what account code or codes are used for each line. Write down which lines use which codes. You can follow the steps above (#7, step b, Change the Account Code) to view them.

ii. At the bottom of the Requisition Lines list there is an option to **Select All/Deselect All**. Click the check box to select all lines, then click **Mass Change**. A popup will appear.

iii. Enter the **GL Unit** of **43000** and **press Tab**. This will activate the account code box.

iv. Enter an account code that is not being used for this requisition (if you're unsure what to use, enter a number and a list of numbers will pop up).

v. Click **OK**. A message will pop up, choose "All Distribution Lines" and click **OK** to only change the account number.

vi. Click **Save for Later**.

vii. If all lines had the same account number, you can use Mass Change to change them all back. If there were different account codes, make sure to select the individual lines to edit before using Mass Change – or manually edit them each.

viii. <mark>Complete the requested changes to the requisition (per the reason it was denied)</mark>.

ix. Click **Save & Submit**.

9. There have been a few instances where a denied requisition is still "invisible" to the Procurement Office despite being resubmitted properly. Please keep an eye on any requisitions that have been denied – and let us know if the requisition has been pending **Buyer Approval** for more than two days at service.kennesaw.edu/ofs.