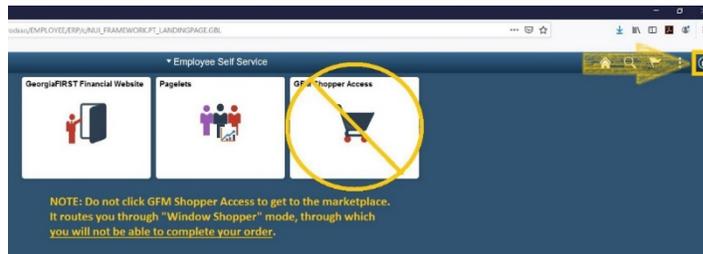


How To Edit a Submitted Requisition

If you have submitted a requisition and need to make additional edits, the steps below will show you where and how to do so. You will be shown how to change Chartfield codes, product/service amounts, and add more attachments.

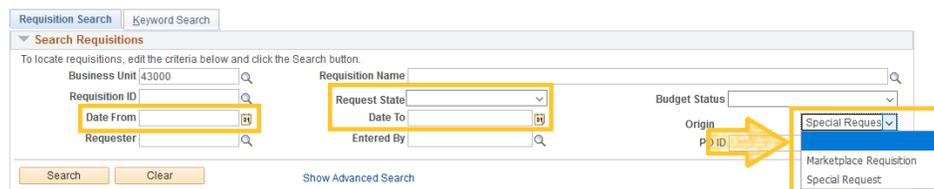
Edits cannot be made if a purchase order has been issued from the requisition – in that case, please reach out to your [buyer partner](#) or submit a service request via service.kennesaw.edu/ofc for assistance.

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. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. In the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. On the new page, clear out **Date To/From**, **Request State**, and **Origin**.

Manage Requisitions



5. Enter the **Requisition ID** of the requisition you need to edit and press **Search**. The requisition information will show up below.
6. At the right of the requisition listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. You will get a message about the requisition pending approval, press **OK**.

Requisitions ?

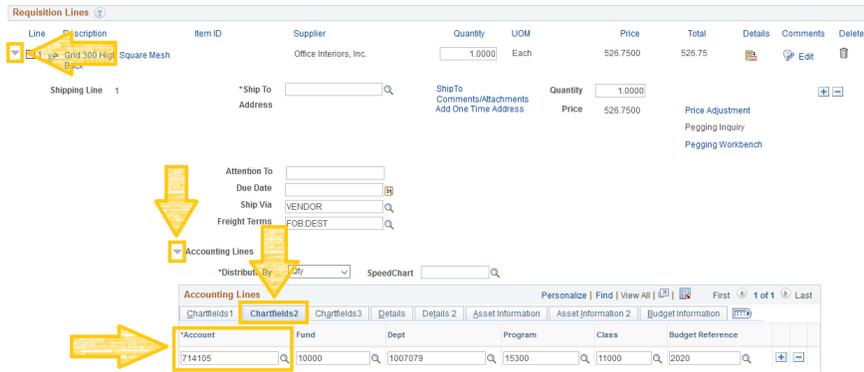
To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

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	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Edit</div> <div style="margin-left: 5px;">Go</div> </div>

7. For the three most common types of edits, follow the below instructions:

a. **Edits to Chartfield information:**

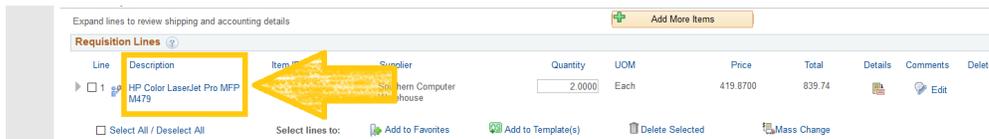
- i. To change codes (Account, Fund, Dept, etc.), click the grey triangle next to the line item (you'll be able to change the **Ship To code** in this dropdown area). Next, click the grey triangle next to Accounting Lines.



- ii. Click the **Chartfields2** tab to edit account codes and the budget reference (fiscal year). Click the **Chartfields3** tab to edit the project code.

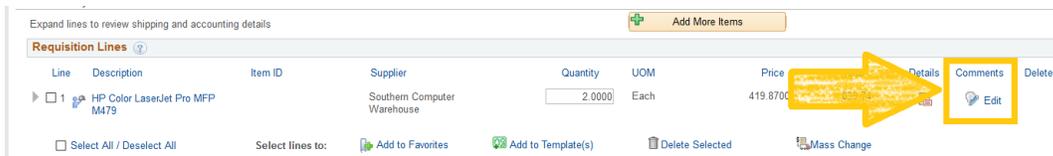
b. **Edits to amount:**

- i. To change the amount of the requisition, please confirm a Purchase Order has not yet been issued. If the requisition is still in the approvals stage, you can edit it.
- ii. Instead of clicking the grey triangle, you will click the description of the line under **Description**. This will bring you to a familiar screen, in which you can edit the amount, supplier information, additional information, etc.



c. **Add attachments:**

- i. On line one, click the comments chat bubble to add more comments/attachments.



8. When you've completed your edits, click **Save & Submit**.