

## Change the Asset Profile on a Requisition

eProcurement → Manage Requisitions

Put in your requisition number, select Edit Requisition and click GO.

You will get an error message telling you that if you edit the requisition, it will have to go back through the approval process. Click OK.

This requisition is pending approval. Editing this requisition may reinitialize approval process. (18036,6248)

Upon editing the requisition, clicking the Save and Submit button may restart the approval process from the beginning. At save time, changes made to the requisition will be evaluated. If the changes will indeed restart the approval process, you will be notified, and prompted if you wish to proceed. Click OK to continue, or click Cancel to go back.

Choose the triangle next to the line to open the req to make changes.

### Edit Requisition

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit:  School District Palm Beach

Requester:  Dee Elkins

Requisition Name:

Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HP 20 USER NOTEBOOK MOBIL	HEWLETT-PACKARD COMPANY	1.0000	EACH	850.000	850.000

Select All / Deselect All

#### Justification/Comments

Send to Vendor
  Show at Receipt
  Show at Voucher

Budget Checking Status: **Valid**

Save as Template

[Find more items](#)

Now you are able to change the chartfields. If you need to change the profile, choose asset information.

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HP 20 USER NOTEBOOK MOBIL	HEWLETT-PACKARD COMPANY	1.0000	EACH	850.000	850.000

Consolidate with other Reqs     Override Suggested Vendor

Shipping Line: 1    Due Date:     Quantity:

Status: Active    \*Ship To:     [Modify Shipping Address](#)

Attention:

\*Distribute by:     SpeedChart:

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Entry Event	Dept	Fund	Function	Account
1	Open		0081	1.0000	100.0000	850.000	SDPBC		0081	3715	7410	564430

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	(#PTRACKIT) Plasco Trac Mai	PLASCO INC	1.0000	EACH	2,999.000	2,999.00

Consolidate with other Reqs     Override Suggested Vendor

Shipping Line: 1    Due Date:     Quantity:

Status: Active    \*Ship To:     [Modify Shipping Address](#)

Attention:

\*Distribute by:     SpeedChart:

Accounting Lines

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	EmplID	Capitalize	Cost Type
SDPBC	ELECTR					<input type="checkbox"/>	

AM Business Unit should be SDPBC. If you click on the magnifying glass, it's the only choice.

The Profile ID will depend on what you are purchasing. Click on the magnifying glass to see your choices.

Make your changes, save and submit.