

# Changing the Asset Profile on a Requisition

- Login to PeopleSoft. Navigate to the **Home Page** and click on Financials.
- At the top of the page, click on Main Menu → eProcurement → Manage Requisitions.
- Enter the **Requisition ID** number and click Search.

## Manage Requisitions

Search Requisitions

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

Business Unit:	SDPBC	Requisition Name:	
<b>Requisition ID:</b>		Request Status:	
Date From:		Date To:	03/21/2016
Requester:		Entered By:	
		Budget Status:	
		PO ID:	

Search Clear

! The Requester specified has no Requisitions.

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

- Click on the white triangle to the left of the line that needs to have the asset profile changed.

favorites | Main Menu > eProcurement > Manage Requisitions

### Edit Requisition

1. Define Requisition | **2. Add Items and Services** | 3. Review and Submit

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

Business Unit: SDPBC School District Palm Beach Priority: Medium

Requester: 1078024 Nannette Sweeting

Requisition Name: RPBHS Display Case

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HATCO Display Case, FSD-1X, Bl	MILO FOOD SERVICE EQUIPMENT INC	1.0000	EACH	2,889.48000	2,889.480

Select All / Deselect All

Pre-Encumbrance Balance: 2889.48 USD

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

Comments

Send to Vendor  Show at Receipt  Shown at Voucher  Approval Justification

Check Budget Budget Checking Status: Valid

Save & submit | Save & preview approvals | Cancel Changes | Find more items

# Changing the Asset Profile on a Requisition

- Click on the Asset Information tab.

Favorites | Main Menu > eProcurement > Manage Requisitions

### Edit Requisition

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

Business Unit: SDPBC School District Palm Beach      Priority: Medium

Requester: 1079024 Nannette Sweeting

Requisition Name: RPBHS Display Case

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#### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HATCO Display Case_FSD-1X_BI	MILO FOOD SERVICE EQUIPMENT INC	1.0000	EACH	2,889.48000	2,889.480

Consolidate with other Reqs       Override Suggested Vendor

Shipping Line: 1    Due Date: 03/08/2016    Quantity: 1.0000    Price: 2,889.48000

Status: Active    \*Ship To: 9151    [Modify Onetime Address](#)

Attention To: \_\_\_\_\_

\*Distribute By: Qty    SpeedChart: \_\_\_\_\_

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#### Accounting Lines

Chartfields 1 | Details | Details 2 | **Asset Information** | Asset Information 2 | Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Dept	Fund	Function	Account	Program	Bud Mgr	Local Code	Award Year	PC Bus Unit
1	Open		9151	1.0000	100.0000	2,889.480	SDPBC	9151	4100	7602	564120	8435	9150	060		

Select All / Deselect All

Pre-Encumbrance Balance: 2889.48 USD

[Add to Favorites](#)    [Add to Template\(s\)](#)    [Modify Line / Shipping / Accounting](#)    [Delete](#)

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#### Comments

Send to Vendor     Show at Receipt     Shown at Voucher     Approval Justification

[Check Budget](#)      Budget Checking Status: **Valid**

[Save & submit](#)    [Save & preview approvals](#)    [Cancel Changes](#)    [Find more items](#)

# Changing the Asset Profile on a Requisition

- You only need to modify the first 2 columns: AM Business Unit and Profile ID.
- AM Business Unit should always be filled in with **SDPBC**.

Favorites | Main Menu > eProcurement > Manage Requisitions

## Edit Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

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

Business Unit:  School District Palm Beach      Priority:    
Requester:  Nannette Sweeting  
Requisition Name:

### Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HATCO Display Case, FSD-1X, Bl	MILO FOOD SERVICE EQUIPMENT INC	1.0000	EACH	2,889.48000	2,889.480

Consolidate with other Reqs       Override Suggested Vendor

Shipping Line: 1      Due Date:       Quantity:       Price:     
Status: Active      \*Ship To:  [Modify Onetime Address](#)  
Attention To:   
\*Distribute By:       SpeedChart:

#### Accounting Lines

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	Empl ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select All / Deselect All      Pre-Encumbrance Balance:  USD

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

### Comments

Send to Vendor       Show at Receipt       Shown at Voucher       Approval Justification

     Budget Checking Status: **Valid**

                 [Find more items](#)

# Changing the Asset Profile on a Requisition

- Click on the **magnifying glass** to view your options for Profile ID.

**Edit Requisition**

1. Define Requisition | 2. Add Items and Services | 3.

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

Business Unit: SDPBC School District Palm Beach  
Requester: 1078024 Nannette Sweeting  
Requisition Name: RPBHS Display Case

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM
1	HATCO Display Case, FSD-1X, B	MILO FOOD SERVICE EQUIPMENT INC	1.0000	EACH

Shipping Line: 1 Due Date: 03/08/2016 Quantity: 1.0000  
Status: Active \*Ship To: 9151  
Attention To:

\*Distribute By: Qty SpeedChart:

Accounting Lines

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence
SDPBC				

Pre-Encumbrance

Send to Vendor Show at Receipt Shown at Voucher Approval

Check Budget Budget Checking Status: Valid

Save & submit Save & preview approvals Cancel Changes

**Look Up Profile ID**

Asset Profile ID: begins with

Look Up Clear Cancel Basic Lookup

Search Results

AM Business Unit	Asset Profile ID	Description	Capitalized Asset
SDPBC	AUDIOVIS	Audiovisual Equipment	Y
SDPBC	BUILDIMPRV	Building Improvements	Y
SDPBC	BUILDINGS	Buildings	Y
SDPBC	BUSES	School Buses	Y
SDPBC	CAFETERIA	Kitchen Equipment	Y
SDPBC	CAR/TRUCK	Cars, Trucks & Vans	Y
SDPBC	CIP-BLDIMP	CIP - Building Improvements	Y
SDPBC	CIP-BUILD	CIP - Buildings	Y
SDPBC	CIP-IOTB	CIP - Imp Other Than Buildings	Y
SDPBC	CIP-LAND	CIP - Land	Y
SDPBC	CIP-PORT	CIP - Portables	Y
SDPBC	CLASSROOM	Classroom Equipment	Y
SDPBC	COMP-\$1000	Computers under \$1000	N
SDPBC	DESKTOP	Desktop Computers	Y
SDPBC	ELECTRONIC	Electronics	Y
SDPBC	FURNITURE	Furniture	Y
SDPBC	INTERNAL	Internal Fund Asset Purchases	N
SDPBC	LAND	Land	Y
SDPBC	LAPTOP	Laptop	Y
SDPBC	MAINT EQUIP	Maint Equip - Bldgs & Grounds	Y
SDPBC	MUSIC	Music	Y
SDPBC	OTHCOMPUTR	Other IT Equipment	Y
SDPBC	OTHERIMPRV	Improv Other than Buildings	Y
SDPBC	OTHERVEHIC	Other Licensed Vehicles	Y
SDPBC	PHYSED	Physical Education Equip	Y
SDPBC	PORTABLES	Portables	Y
SDPBC	SERVERS	Computer Servers	Y
SDPBC	SOFTWARE	Capitalized Software	Y
SDPBC	TRACK ONLY	FIXED ASSET STAFF USE ONLY	N

- Choose the correct Profile ID for your item. Be sure to check your budget. If the budget isn't valid, **YOUR REQUISITION WILL BE DENIED**. Requisitions with budget errors tend to disappear PeopleSoft cyberspace.
- When you have made the necessary changes, choose Save & Preview (you can go back and check to make sure everything is correct).
- Once you verify the information, choose Save & Submit to route it to the approval process.

# Changing the Asset Profile on a Requisition

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	HATCO Display Case_FSD-1X_BI	MILO FOOD SERVICE EQUIPMENT INC	1.0000	EACH	2,889.48000	2,889.480

Consolidate with other Reqs  Override Suggested Vendor

Shipping Line: 1 Due Date: 03/08/2016 Quantity: 1.0000 Price: 2,889.48000  
Status: Active \*Ship To: 9151  
Attention To:   
\*Distribute By: Qty SpeedChart:

Accounting Lines

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	Empl ID
SDPBC	CAFETERIA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select All / Deselect All

Pre-Encumbrance Balance: 2889.48 USD

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete

Comments ?

Send to Vendor  Show at Receipt  Show at Voucher  Approval Justification

Check Budget Budget Checking Status: Valid

Save & submit Save & preview approvals Cancel Changes Find more items

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