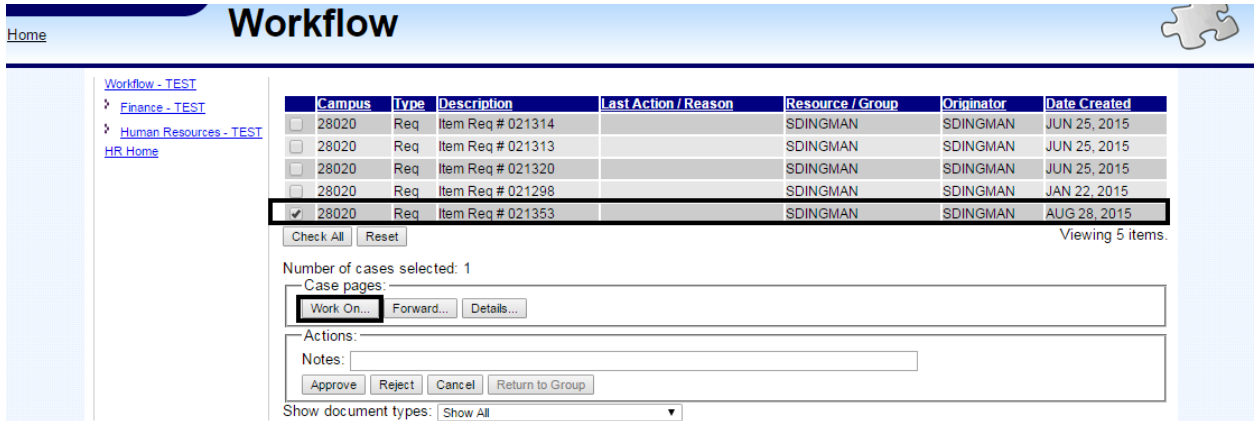


Altering a Dollar Amount

When you alter a dollar amount, you will need to alter it in two places: under *Item Information* and *Requisition Funding Lines*.

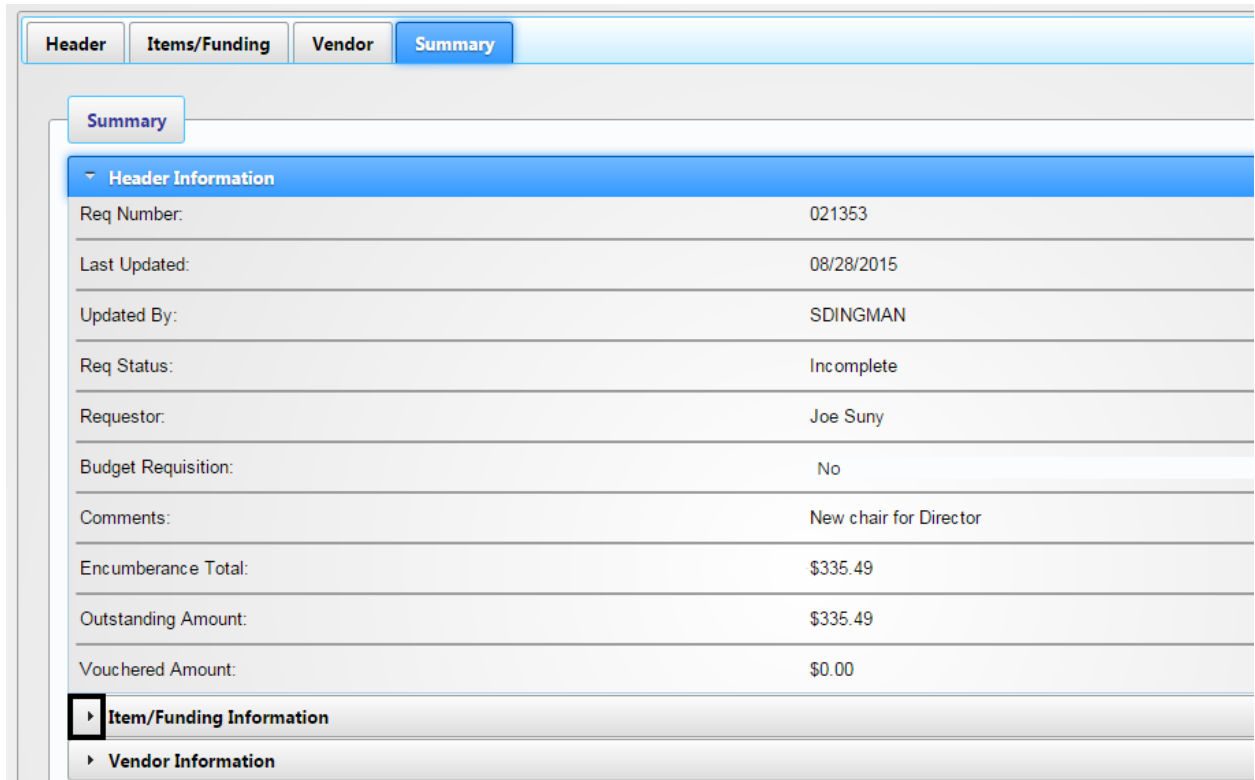


The screenshot shows the 'Workflow' interface. On the left is a navigation menu with links for 'Workflow - TEST', 'Finance - TEST', 'Human Resources - TEST', and 'HR Home'. The main area displays a table of requisitions:

Campus	Type	Description	Last Action / Reason	Resource / Group	Originator	Date Created
<input type="checkbox"/>	28020	Req	Item Req # 021314		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021313		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021320		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021298		SDINGMAN	JAN 22, 2015
<input checked="" type="checkbox"/>	28020	Req	Item Req # 021353		SDINGMAN	AUG 28, 2015

Below the table are buttons for 'Check All' and 'Reset'. A message indicates 'Number of cases selected: 1' and 'Viewing 5 items.' Under 'Case pages', the 'Work On...' button is highlighted. Below that are 'Actions' and 'Notes' sections with buttons for 'Approve', 'Reject', 'Cancel', and 'Return to Group'. At the bottom, there is a 'Show document types' dropdown menu set to 'Show All'.

1. On the **Workflow** screen, select the requisition you want to alter.
2. Click **Work On**.



The screenshot shows the 'Summary' screen for a requisition. At the top are tabs for 'Header', 'Items/Funding', 'Vendor', and 'Summary', with 'Summary' selected. Below the tabs is a 'Summary' section with a 'Header Information' table:

Header Information	
Req Number:	021353
Last Updated:	08/28/2015
Updated By:	SDINGMAN
Req Status:	Incomplete
Requestor:	Joe Suny
Budget Requisition:	No
Comments:	New chair for Director
Encumbrance Total:	\$335.49
Outstanding Amount:	\$335.49
Vouchered Amount:	\$0.00

Below the table are expandable sections for 'Item/Funding Information' and 'Vendor Information', both currently collapsed.

3. On the **Summary** tab, click on the **Items/Funding Information** arrow.

Select	Detail	Item Number	Description	Item Amount
<input checked="" type="radio"/>		1	Skate Black Mesh Ergonomic Chair w/ Black Frame, Item #167905, Model #STP-24331.	\$335.49

Select Add Item

4. Under **Select**, click the radio button on the line for the item you wish to alter.
5. Click **Select**.
6. Scroll down the page to **Item Information**.

Updated Funding Successfully

UNSPSC: 56101504 - Chairs
Commodity Code: 20915-00

P Contracts:

- PC66405 Dec 2, 2013-Dec 1, 2018

* Item Description: **Skate Black Mesh Ergonomic Chair w/ Black Frame, Item #167905, Model #STP-24331.**

* Quantity: * Units: Conversion Factor:

* Price: Amount:

Discount: -OR-

Discount Notes:

Net Amount:

Receiving Comment:

7. In the **Price** field, type in the new dollar amount.
8. Scroll down the page to **Requisition Funding Lines**.

Requisition Funding Lines

(1 of 1) 1 10

Account	Sub Object	Percentage	Fiscal Year	Encumbrance	Balance
86	572220	100.00%	2015	\$335.49	\$335.49

Total Currently Encumbered: \$335.49

(1 of 1) 1 10

+ Add Funding ↑ Update Funding

9. Select the line you wish to change.
10. Click **Update Funding**.

Add/Edit Funding

Funding Line

* Account Number: 86

* Sub Object Code: 572220 - FURNITURE NON FA

* Fiscal Year: 2015 * Amount: \$279.48

+ Save / Add Next Account Save & Return

11. In the **Amount** field, type in the new dollar amount.
12. Click **Save & Return**.
13. This will bring you back to **Requisition Funding Lines**.
 - a. The account **Encumbrance** amount should be the new dollar amount.
 - b. Check **Item Information** and **Requisition Funding Lines** to make sure both dollar amounts are the same new dollar amount.
14. Click **Save**.