

## Changing a Line Item on a Requisition

1. Open your requisition. Then, where it has tabs that say "Header" and "Line Item (1 of 1)". Click on the tab that says "Line Item (1 of 1)". This will open up the screens so you can edit any item.

The screenshot displays the eFinancePlus+ web interface for a requisition. At the top, there are navigation tabs for "Header" and "Line Item (1 of 1)". Below the tabs is a "General Information" section with various fields for requisition details. A table at the bottom lists the requisition line items.

**Requisition Information - R102952 - ST MARYS COUNTY PUBLIC SCHOOLS - Windows Internet Explorer**

http://smcpsfin2.smcps.org/plus/fps/gwc2.02/fglcisapi.dll/@MTAuM54zMC4yOjYzNTM=/wa/sua/198181398/41

Links >> Convert Select

eFinancePlus+ ePlus Center eFinancePlus - ST MARYS C... Requisition Information - ... Purchasing | Fiscal Services ...

Notes Attach Favorite Print Help Exit

LINKS ACTIONS

OK Back Save Add Item

Date: 03/30/2010 Period: 9/10

**Header** **Line Item (1 of 1)**

**General Information**

Requisition \* R102952  Continuous

LOCATION \* 7200 - LEONARDTOWN OFFICE Freight

Requested 03/29/2010 Comments

Required

Vendor 91613  Buyer JENNIFER NELSON

Vendor Address **INQUIRIES INC** Attention DEPT. OF SAFETY & SECURITY

129 II. WEST STREET Ship To \* 7300 - ST MARYS COUNTY PUBLIC SCHOOLS

EASTON MD 21601 DEPT OF OPERATIOIS

27190 POINT LOOKOUT ROAD

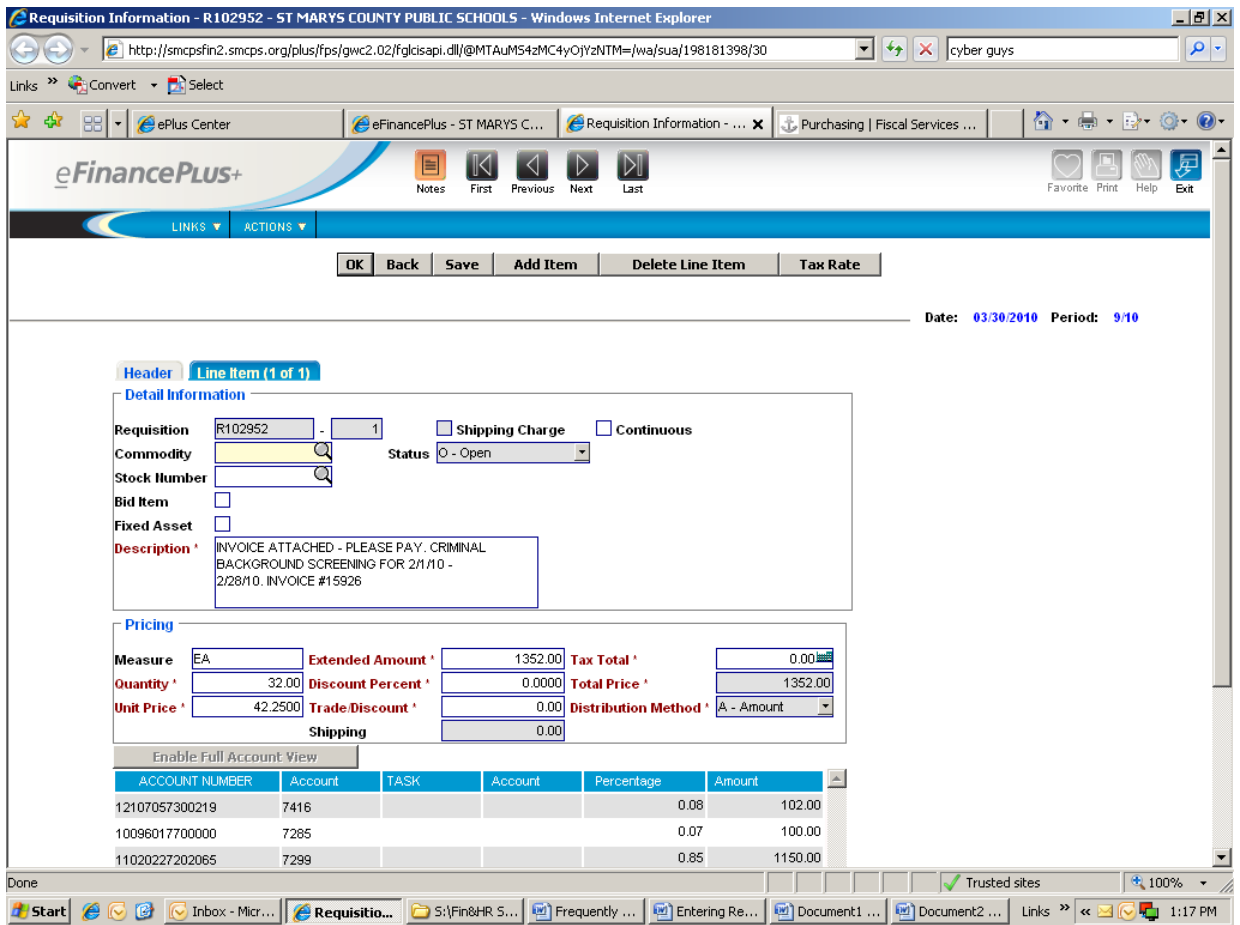
LOVEVILLE MD 20656

Line Item	Description	Quantity	Price	Total	ACCOUNT NUMBER	Account	Status
1	INVOICE ATTACHED - PLEASE PAY. C	32.00	42.2500	1352.00	Multiple		Open

Done Trusted sites 100%

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- If the requisition has not been turned over into a purchase order yet, you can edit any field (description, quantity, price, account code, etc.) From using the buttons at the top, you can scroll through if you have multiple line items (first, previous, next, last). You also add a line item or delete a line item from the buttons in the middle section.



- Please remember to click okay to get back to the main screen page, where it has the header and line item tabs. Please remember to click "Save" at this step to finalize the changes.
- If you want to see if a requisition has been converted to a purchase order yet or not, you can also follow the steps above to go into a line item screen and it will give you the purchase order number and date if it has been converted. In the above example, the requisition is still open or pending. See below for an example of one where the purchase order information is present.

Requisition Information - R102820 - ST MARYS COUNTY PUBLIC SCHOOLS - Windows Internet Explorer

http://smcpsin2.smcps.org/plus/fps/gwc2.02/fglcisapi.dll/@MTAuM54zMC4yOjYzNTM=/fwa/sua/198181398/36

Links >> Convert Select

eFinancePlus+ ST MARYS C... Requisition Information - ... x Purchasing | Fiscal Services ...

Notes First Previous Next Last Favorite Print Help Exit

LINKS ACTIONS

OK Back Save Add Item Delete Line Item Tax Rate

Date: 03/30/2010 Period: 9/10

Header Line Item (1 of 1)

Detail Information

Requisition: R102820 - 1 Shipping Charge:  Continuous:

Commodity:  Status: M - Converted to PO

Stock Number:  Approve/Reject Date: 03/19/2010

Bid Item:  Purchase Order: 20104688 - 1

Fixed Asset:

Description: PER TERMS & CONDITIONS OF FAIRFAX COUNTY CONTRACT RG08-920582-69B. RISO MODEL #EZ220 (NETWORKED)

Pricing

Measure: EA Extended Amount: 1200.00 Tax Total: 0.00

Quantity: 1.00 Discount Percent: 0.0000 Total Price: 1200.00

Unit Price: 1200.0000 Trade Discount: 0.00 Distribution Method: Q - Quantity

Shipping: 0.00

Enable Full Account View

ACCOUNT NUMBER	Account	TASK	Account	Quantity	Amount
10107047300000	7230			1.00	1200.00

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