



4. Click the box next to the appropriate Line(s).

Enterprise Information System | mk10001 on FSTSTU (easapp12) - 03/25/2016 11:14:21

**Edit Requisition - Review and Submit**  
Review the item information and submit the req for approval.

My Preferences

Requisition Summary

Business Unit: SY769 | Univ. of North Texas System  
Requester: E92200 | Business Services-Gen  
\*Currency: USD

Requisition Name: The Festus Group-Victor Amuyo  
Requisition ID: 000007281  
Priority: High  
Custom Fields

Copy Bid Vendor  
Delete Bid Vendor  
Refresh

Cart Summary: Total Amount 2,100.00 USD  
Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete		
<input type="checkbox"/>	Cognos training			1,000	Each	2100.0000	2100.00						
Shipping Line 1													
*Ship To			BSCA 400	Add Shipto Comments		Quantity	1,000						
Address			UNT System Business Service Center 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add One Time Address		Price	2100.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields					
Attention To			Business Services-Gen										
Due Date			03/10/2016										
Accounting Lines													
*Distribute By			Qty										
Accounting Lines													
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate
55253		7243	926000	200	830001	550							

5. Click Mass Change.

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**Edit Requisition - Review and Submit**  
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My Preferences

Requisition Summary

Business Unit: SY769 | Univ. of North Texas System  
Requester: E92200 | Business Services-Gen  
\*Currency: USD

Requisition Name: The Festus Group-Victor Amuyo  
Requisition ID: 000007281  
Priority: High  
Custom Fields

Copy Bid Vendor  
Delete Bid Vendor  
Refresh

Cart Summary: Total Amount 2,100.00 USD  
Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete		
<input checked="" type="checkbox"/>	Cognos training			1,000	Each	2100.0000	2100.00						
Shipping Line 1													
*Ship To			BSCA 400	Add Shipto Comments		Quantity	1,000						
Address			UNT System Business Service Center 1112 Dallas Dr., Ste. 4000 Denton, TX 76205	Add One Time Address		Price	2100.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields					
Attention To			Business Services-Gen										
Due Date			03/10/2016										
Accounting Lines													
*Distribute By			Qty										
Accounting Lines													
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate
55253		7243	926000	200	830001	550							



11. Review **Acct** and **Alt Account** fields under **Accounting Lines** in **Chartfields 2** to ensure the information is correct.
12. Make changes as needed.

**Enterprise Information System**  
 mk10001 on FSTSTU (easapp12) - 03/28/2016 13:09:28

**Edit Requisition - Review and Submit**  
 Review the item information and submit the req for approval.

**Requisition Summary**

Business Unit: SY769    Univ. of North Texas System    Requisition Name: The Festus Group-Victor Almuyo  
 Requester: E92200    Business Services-Gen    Requisition ID: 000007281  
 \*Currency: USD    Priority: High

Cart Summary: Total Amount 2,100.00 USD  
 Expand lines to review shipping and accounting details

**Requisition Lines**

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete		
1	Cognos training			1.0000	Each	2100.0000	2100.00						
Shipping Line: 1													
*Ship To: BSCA 400    Add Ship To Comments    Quantity: 1.0000													
Address: UNT System Business Service Center    Add One Time Address    Price: 2100.0000													
1112 Dallas Dr., Ste. 4000    Price Adjustment													
Denton, TX 76205    Send to: invoices@untsystem.edu    Pegging Inquiry													
Attention To: Business Services-Gen    Pegging Workbench													
Due Date: 03/10/2016    Custom Fields													
Accounting Lines													
*Distribute By: Qty													
Accounting Lines Table:													
Chartfields1    Chartfields2    Details    Details 2    Asset Information    Asset Information 2    Budget Information													
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate
55253	7243	922000	200	830001	200								

13. Continue to complete the [Editing Requisition](#) process as usual.