Whenever a requisition is denied, in order to properly update the requisition so that it routes back through the approval process you need to change something about each line on the requisition. The easiest way to update the requisition is to change the account number for each line using “Mass Change”. This will apply to both Special Request and Marketplace requisitions, and can be used for one line or multiple lines.

You will need to navigate to Manage Requisitions, which is found in “eProcurement” under the main menu. First, click on the NavBar in the top right of PeopleSoft. This will drop down a few items to choose from, after which you will click on “Navigator” from the choices.
From the Navigator, choose “eProcurement” followed by “Manage Requisitions”.
Once you are in Manage Requisitions, you will need to clear out the following fields before searching:

- Date From
- Origin

After clearing out the fields above, the screen should look similar to below. Click the Search button to continue:

After finding the requisition in the search results, change the “[Select Action]” drop down to “Edit” and click “Go” to edit the requisition:
From here, you will perform a Mass Change similar to updating the Speedchart values for a normal requisition. First, select all lines of the requisition by checking the box next to “Select All / Deselect All”, then click on “Mass Change”:

After clicking on Mass Change, a new window will be brought up allowing you to edit the Chartfield values for each line. You will need to enter 43000 into the GL Unit field or click the magnifying glass to bring up 43000, shown below. This needs to be done prior to changing the Account field:

You will only need to update the account field to clear out the previous denials of the requisition you are editing. All account codes can be found by clicking here.
Once you have entered the GL Unit and changed the account number, click “OK” to proceed. You will be presented with three choices: All Distribution Lines, Matching Distribution Lines, or Replace Distribution Lines. Choose “All Distribution Lines” (top choice) and click “OK” to change ONLY the account number.

After you have completed the mass change, click “Save for Later” at the bottom of the screen.

This will then reset the prior approvals and change the status of the requisition from “Denied” to “Open”. After the requisition is saved for later, you may proceed with the edits requested and re-submit the requisition for approval.