PEOPLESOFT FINANCE · USER GUIDE

Creating a Change Request

A step-by-step guide for departmental business managers — to create a change request

VERSION	UPDATED	AUDIENCE	CLASSIFICATION
1.0	July 2026	Business managers	Internal use

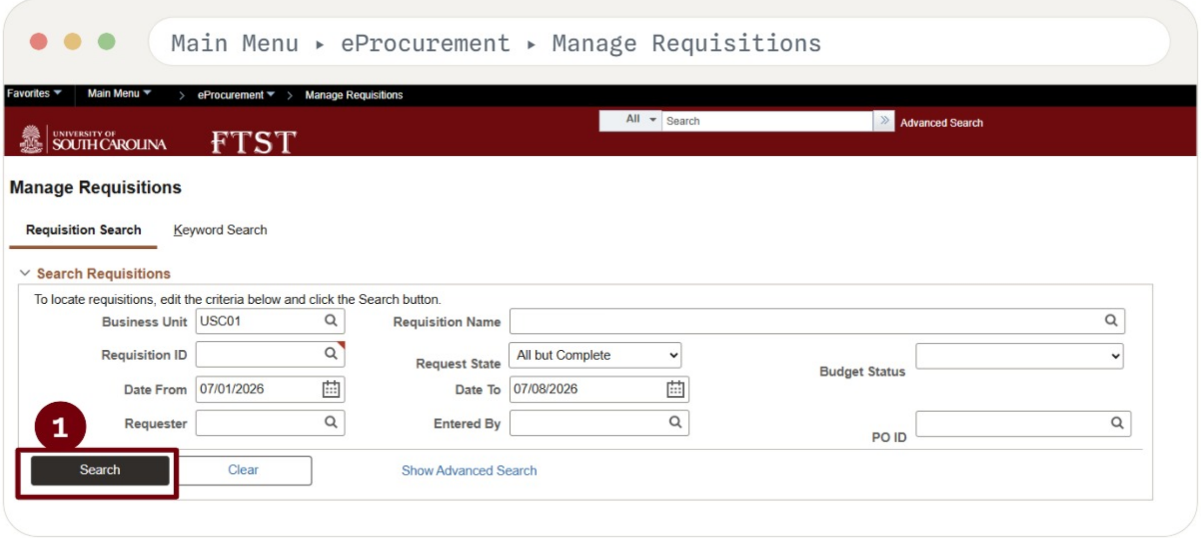
01 / NAVIGATION

Follow the navigation path below to go to Manage Requisitions Page

`Main Menu ▸ eProcurement ▸ Manage Requisitions`

1 Requisition Search

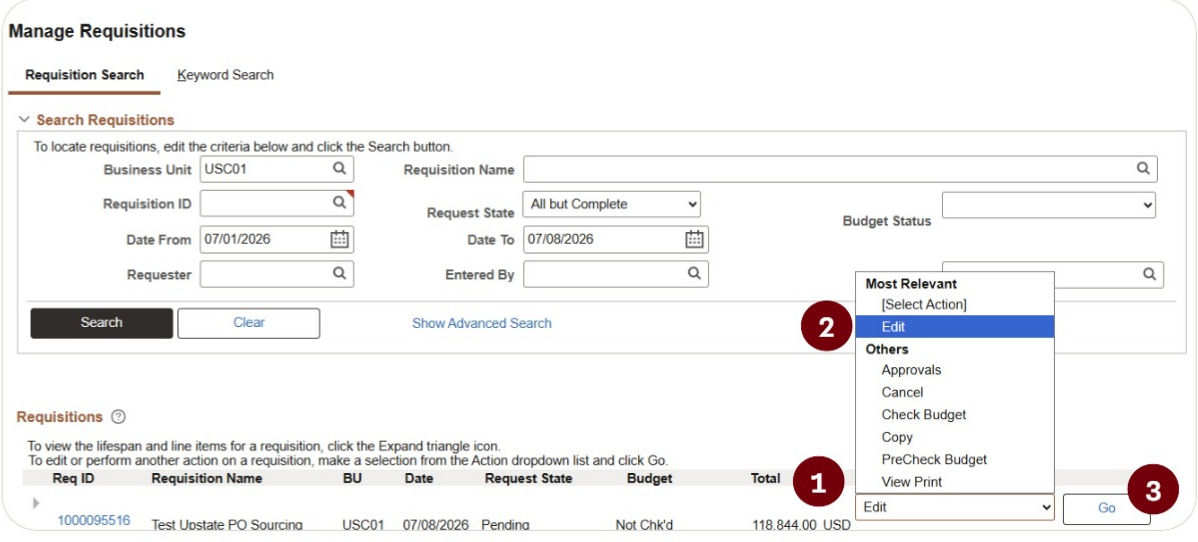
From the Manage Requisition page, enter the required search criteria and click search



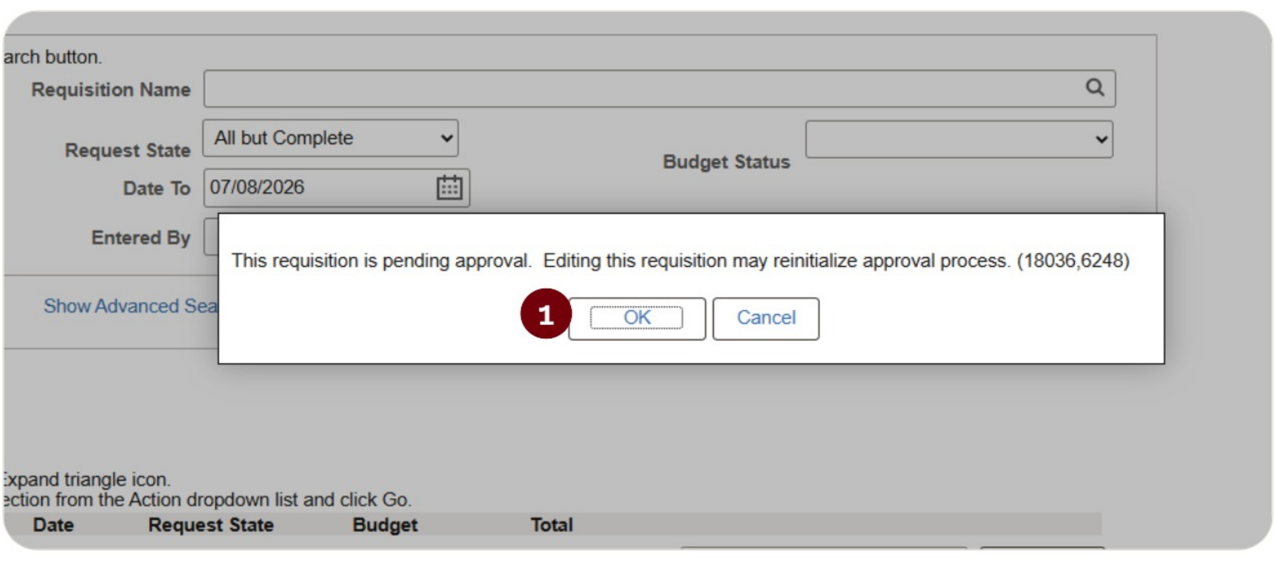
Make sure date range and request state are adjusted, if not you might not be able find your requisition

2 Editing the Requisition

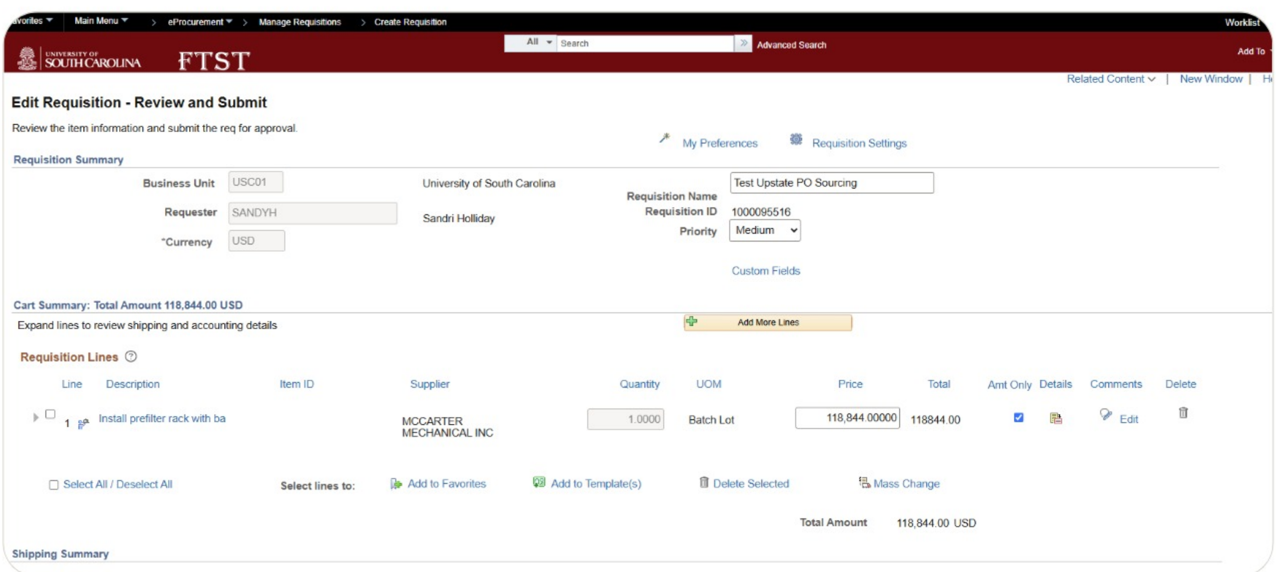
From the results choose the requisition you would like to edit by clicking on the dropdown next to Go button and select edit and then click Go.



You will see the pop up after clicking on Go, editing a requisition will restart the approval process, click ok.



Now you are on Edit Requisition - Review and Submit Page

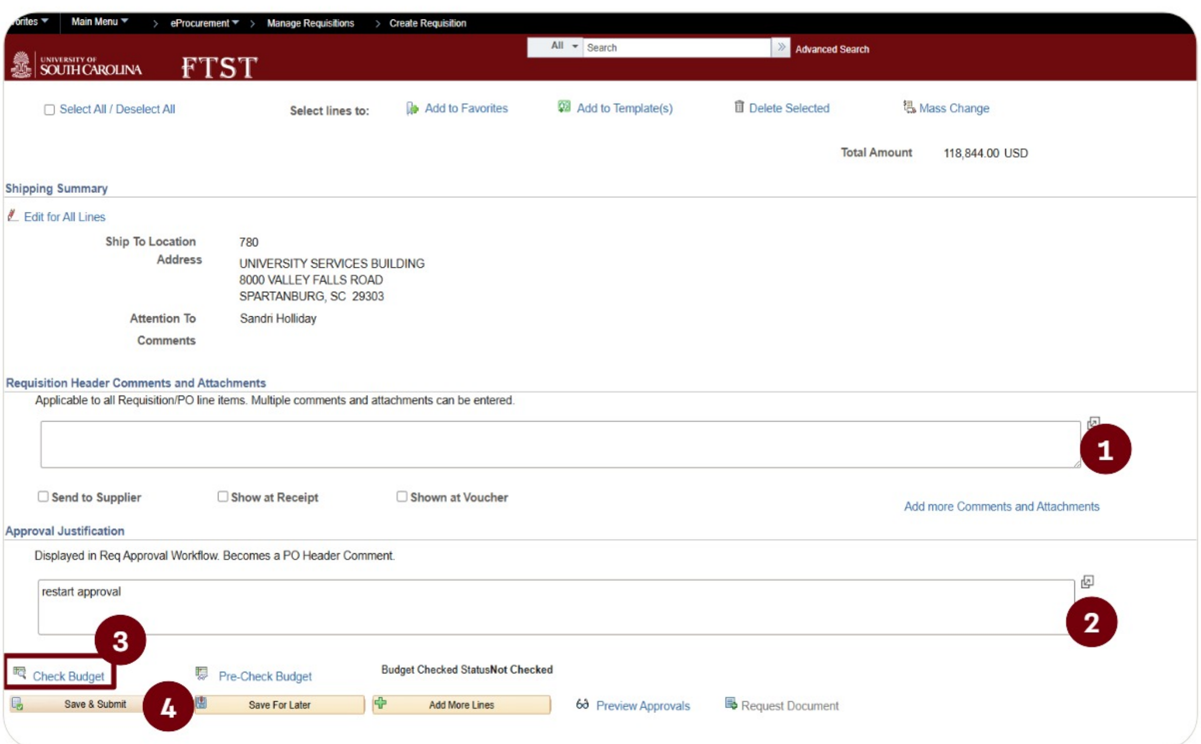


you should be able to make all necessary edits on this page to a requisition.

> **LIMITATION**
> Price cannot be reduced too low if the line on PO has been received/matched.

3 Submitting the changed Requisition

After editing the requisition, scroll to the bottom of the page and enter comments or add attachments, then click on **Check Budget** and then **Save & Submit.**



*After clicking on **Check Budget** you will be alerted through a popup that this action will restart the approval process click ok and then click **Save & Submit.***

You have now successfully submitted a change request.