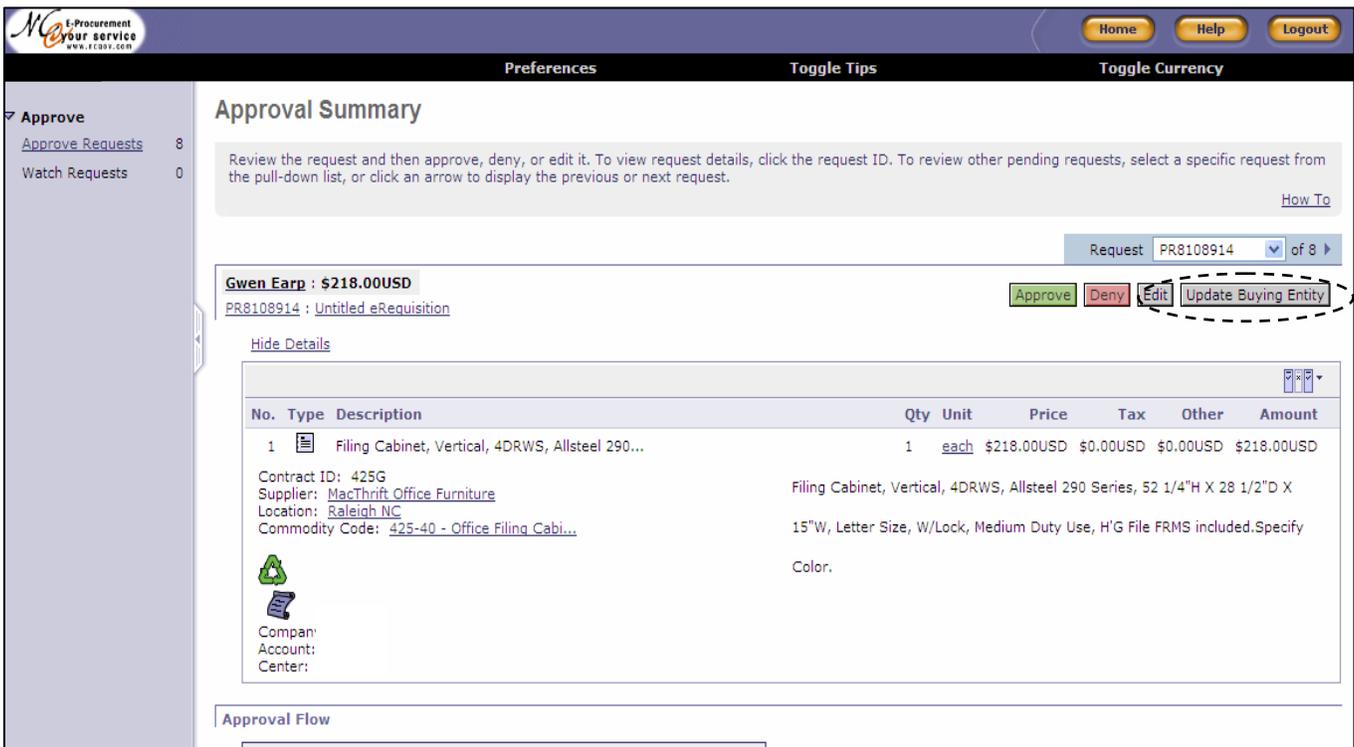


Allow Purchasing Agent to Change Buy Entity

NCAS Purchasing Agents* will now be able to change the 'Buying Entity' field on original requisitions as it moves through the approval flow. When an **original** requisition is in 'Submitted' status, the purchasing agent will have an 'Update Buying Entity' button in addition to the existing 'Approve,' 'Deny,' and 'Edit' buttons. Users must be in the approval flow and users cannot be acting as the Override Budget Officer.

*Users with the entity specific purchasing agent role must also have the 'Purchasing Agent' role.

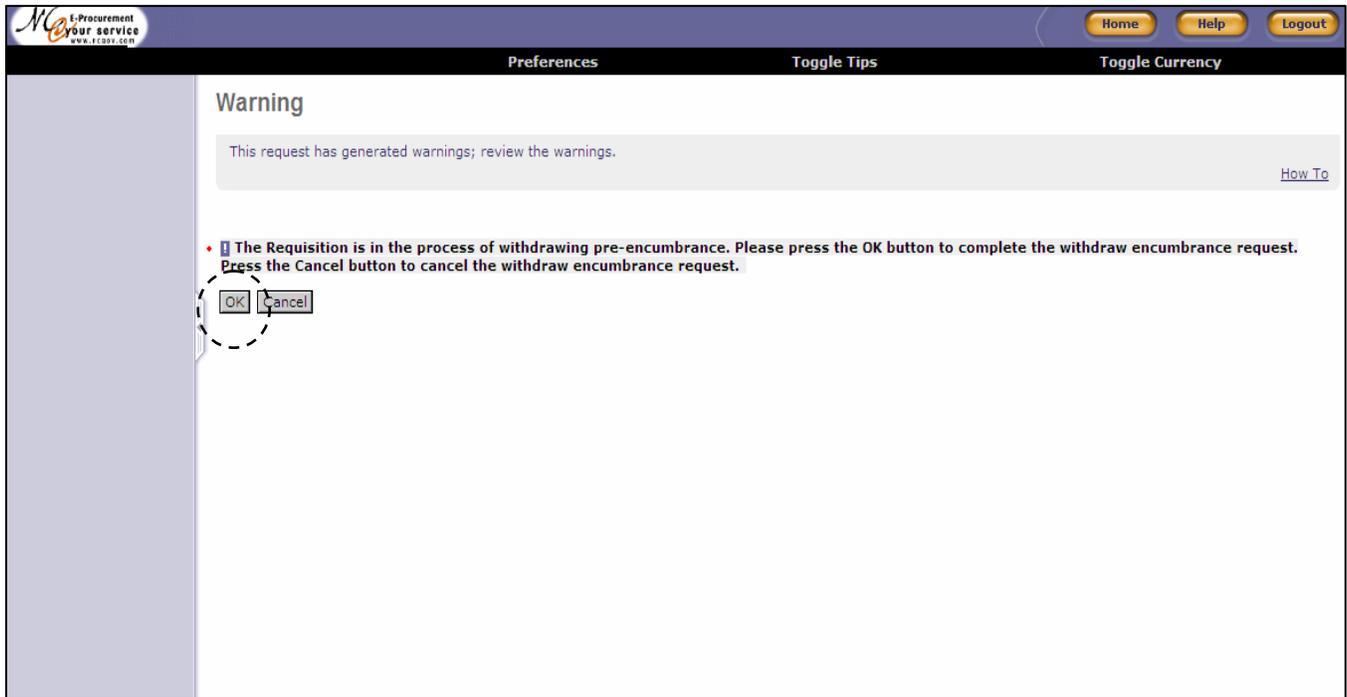


The screenshot shows the 'Approval Summary' page for request PR8108914. The page includes a navigation bar with 'Home', 'Help', and 'Logout' buttons. A sidebar on the left shows 'Approve' with 'Approve Requests' (8) and 'Watch Requests' (0). The main content area displays the request details, including the amount '\$218.00USD' and the status 'Untitled eRequisition'. A row of action buttons is visible: 'Approve', 'Deny', 'Edit', and 'Update Buying Entity'. The 'Update Buying Entity' button is circled with a dashed line. Below the buttons is a table with one row of item details:

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Filing Cabinet, Vertical, 4DRWS, Allsteel 290...	1	each	\$218.00USD	\$0.00USD	\$0.00USD	\$218.00USD

Additional details include Contract ID: 425G, Supplier: MacThrift Office Furniture, Location: Raleigh NC, and Commodity Code: 425-40 - Office Filing Cabi... The 'Update Buying Entity' button is highlighted with a dashed circle.

1. When a purchasing agent views a requisition requiring their approval, they will now see a new button. The 'Update Buying Entity' button will be listed next the 'Approve,' 'Deny,' and 'Edit' buttons. Click the 'Update Buying Entity' button to initiate the update buy entity process. This can only be done on original versions of a requisition.

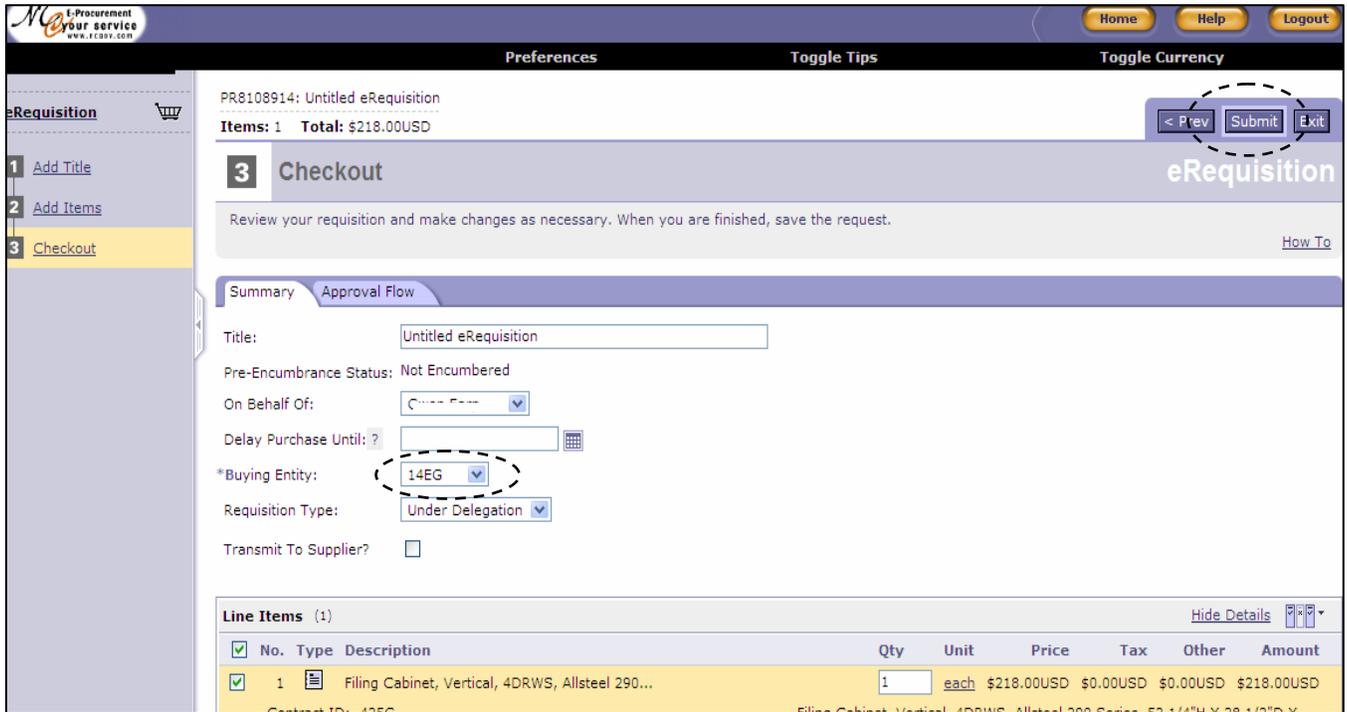


2. After clicking the **'Update Buying Entity'** button, a message is displayed notifying users that the requisition is in the process of withdrawing pre-encumbrance.
3. Click **'OK'** to continue.



The screenshot shows the 'PR8108914 - Untitled eRequisition' page. The status is 'Submitted'. The page includes a navigation menu on the left with 'Approve' (8) and 'Watch Requests' (0). The main content area has a 'Back' link and a row of buttons: 'Edit' (circled in red), 'Approve', 'Deny', and 'Print'. Below this is a tabbed interface with 'Summary' selected. The summary shows: Title: Untitled eRequisition; Pre-Encumbrance Status: Not Encumbered; Buying Entity: 14EG; Requisition Type: Under Delegation; Transmit To Supplier? (checkbox). A 'Line Items' table follows with one item: 'Filing Cabinet, Vertical, 4DRWS, Allsteel 290...' with a quantity of 1 and a price of \$218.00USD. A 'Detail' button is next to the item. Contract ID: 425G; Supplier: MacThrift Office Furniture; Location: Raleigh NC; Commodity Code: 425-40 - Office Filing Cabi...

- Once the pre-encumbrance has been withdrawn, click '**Edit**' to update the buying entity. The status of the requisition will remain '**Submitted**', as to avoid re-approvals.



PR8108914: Untitled eRequisition
Items: 1 Total: \$218.00USD

3 Checkout

Review your requisition and make changes as necessary. When you are finished, save the request.

Summary Approval Flow

Title: Untitled eRequisition
Pre-Encumbrance Status: Not Encumbered
On Behalf Of:
Delay Purchase Until: ?
*Buying Entity: **14EG**
Requisition Type: Under Delegation
Transmit To Supplier?

Line Items (1)

No.	Type	Description	Qty	Unit	Price	Tax	Other	Amount
1		Filing Cabinet, Vertical, 4DRWS, Allsteel 290...	1	each	\$218.00USD	\$0.00USD	\$0.00USD	\$218.00USD

5. The Buying Entity field is now editable.

Note: After the buying entity (and any other field) has been updated, submit the changes. The requisition will still need to be approved before moving to the next approver's queue.