

## Customizing PeopleSoft Requisition Pages

PeopleSoft allows each individual system user to hide some of the unused fields within the Requisition pages. The following steps must only be completed one time. The fields listed are only a suggestion. They can be completed while entering a new requisition, or applied to an existing requisition. The customization can be made without having to save the requisition.

**Navigation: Purchasing, Requisitions, Maintain Requisitions, Find an Existing Value**



### Requisitions

Use the following search to look for an existing Requisition.

**Business Unit:** [=] SLCMP

**Requisition ID:** [begins with]

**Requisition Status:** [=]

**Origin:** [begins with]

**Requester:** [begins with] DREESE

Case Sensitive

[Basic Search](#)

### Search Results

View All First  1-18 of 18  Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester
SLCMP	2003101053	Approved	ONL	DREESE
SLCMP	2003101052	Approved	ONL	DREESE

Locate an existing requisition using one of the following as search criteria:  
 Enter a Requisition ID, or use the % wild card and last digits of the Requisition ID  
 Enter the Requester User Id in the Requester field. Any requisition can be accessed for this purpose. There will not be changes saved to the requisition.

Click  and select ANY requisition.

- On the Form Page scroll to the right and select [Customize](#) on the Requisition Line

Form [Schedule](#)

Unit: SLCMP Req ID: NEXT \*Req Date: 12/08/2003 Origin: ONL

\*Requester: DREESE Druci A. Reese  Hold From Further Processing

Status: Open Budget Status: Not Chkd Accounting Date: 12/08/2003 Currency: USD Dollar

Line	Item ID	Description	Req Qty	*UOM	Category	Price	Ship To	Status
1			0.0000			0.00000	070_10E	Active

Total Amt: 0.00 USD Total Base Amt: 0.00 USD

- Select Item ID and click Hidden (The frozen box is already on)

Column Order

- Sel (frozen)
- Line (frozen)
- Item ID (hidden)
- Description (frozen) (column 5)
- Req Qty
- \*UOM (column 10)
- Category
- Price
- Ship To
- Status

Hidden

Frozen

- Click

- The line will no longer contain the Item ID field

Line	Description	Req Qty	*UOM	Category	Price	Ship To	Status
1		0.0000			0.00000	070_10E	Active

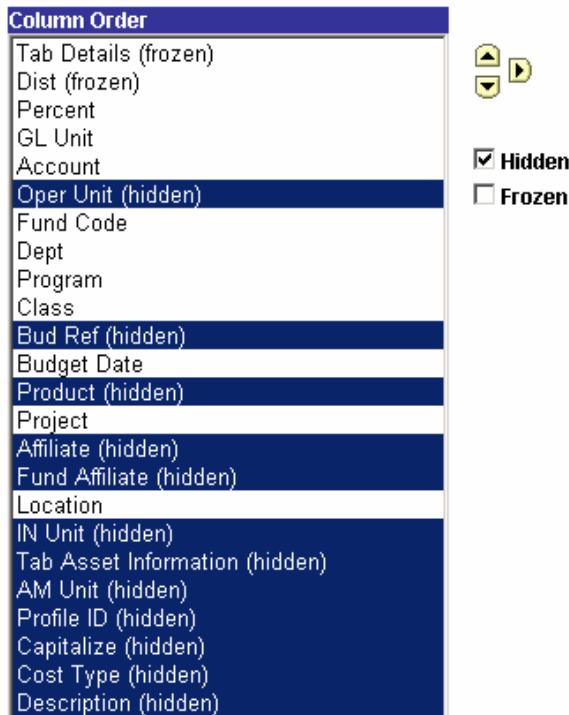
- Click [Header Defaults](#)

- Scroll to the right and select [Customize](#) on the Header Defaults Distribution Line

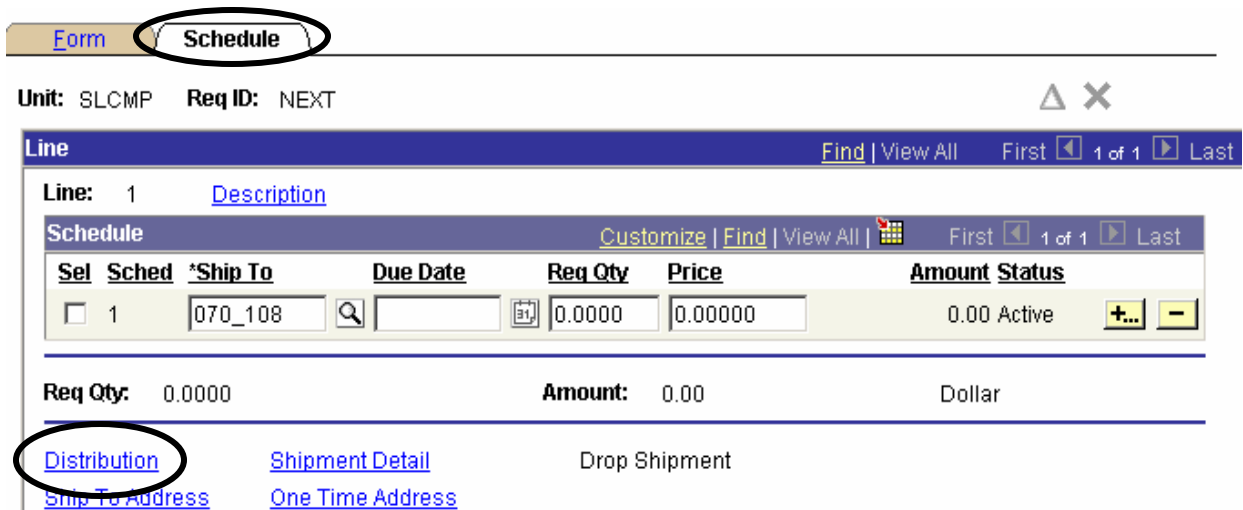
[Customize](#) | Find | View All | First 1 of 1 Last

Project	Affiliate	Fund Affiliate	Location	IN Unit
			045_129	

Select the following and click Hidden: (Hold down the Ctrl key to select multiple fields) Oper Unit, Bud Ref, Product, Affiliate, Fund Affiliate, IN Unit, Tab Asset Information, AM Unit, Profile ID, Capitalize, Cost Type, and Description



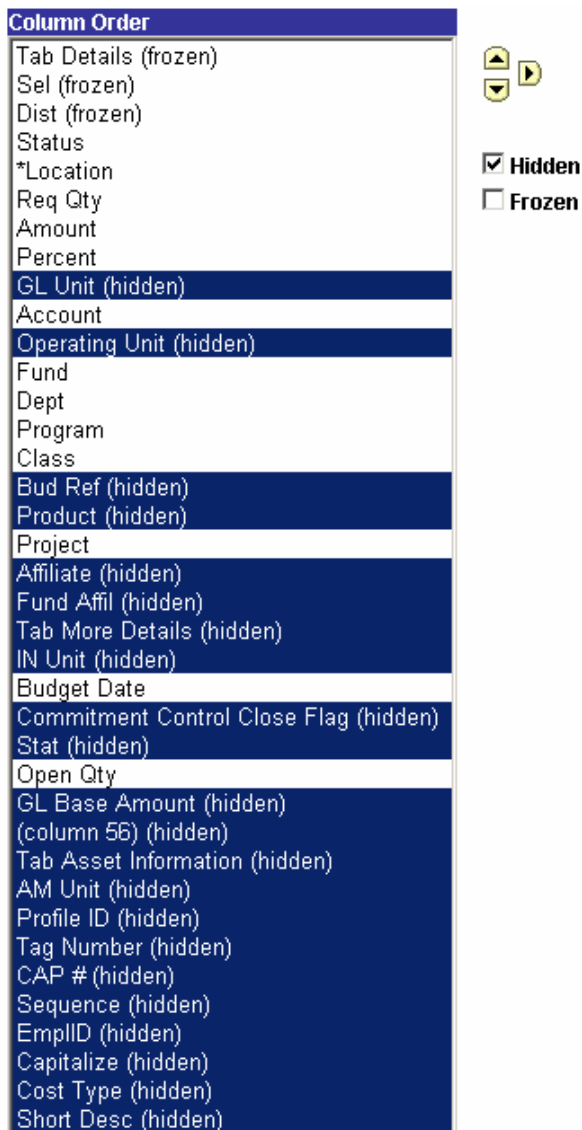
- Click **OK** and click **Cancel** on the Header Defaults page.
- Click the **Schedule** tab followed by the [Distribution](#) link.



- Scroll to the right and select [Customize](#)

Highlight the following fields and click Hidden:

GL Unit, Operating Unit, Bud Ref, Product, Affiliate, Fund Affil, Tab More Details, IN Unit, Commitment Control Close Flag, Stat, GL Base Amount, column 56, Tab Asset Information, AM Unit, Profile ID, Tag Number, Cap #, Sequence, Empl ID, Capitalize, Cost Type and Short Desc



➤ Click **OK** and click **Cancel** on the Distribution Information page.

Distributions												
Customize   Find   View All   First												
Details More Details												
Sel	Dist	Status	*Location	Req Qty	Amount	Percent	Account	Fund	Dept	Program	Class	Project
<input checked="" type="checkbox"/>	1	Open	045_129	0.0000	0.00				108300			

Customizations on the Requisition are complete. Sign out or continue navigating on the menu.