

When creating a Requisition, using the **Edit Multiple Lines** button allows you to quickly and easily update the Delivery and Charge Account on multiple lines at the same time.

## Where to start

- 1 Once all items have been added to your cart, you will be at the **Edit Requisition** Screen.
- 2 Highlight the lines you want to edit by holding the Ctrl Key and clicking each line or drag your mouse to highlight.
- 3 Click the **Edit Multiple Lines** button.
- 4 The **Edit Lines** window opens showing the selected lines at the top and the Delivery and Billing sections at the bottom. Changes made will apply to all of the selected lines.
- 5 Set the Delivery location.
- 6 Set the Billing information.
- 7 Click **Ok** when edits are complete.
- 8 The Requisition is now ready to **Check Funds** and **Submit**.

### 1 Edit Requisition: REQ0044663

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

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Line	Description	Category Name
1	Services	Access and Safety Services
2	Services	Access and Safety Services
3	Services	Access and Safety Services

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Actions View Format Edit Multiple Lines

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Edit Lines

Selected Lines

Line	Description	Category Name	UOM	Price	Amount
1	Services	Access and Safety Se...		100.00 USD	100.00 USD
2	Services	Access and Safety Se...		100.00 USD	100.00 USD
3	Services	Access and Safety Se...		100.00 USD	100.00 USD

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Change All Selected

Delivery

Requester: Wight, Richard

Urgent: No

Requested Delivery Date: mm/dd/yyyy

Deliver-to Location Type

6

Billing

Project Costing Details

Distributio	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account
1									

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OK Cancel

## Things to consider:

- Set up common charge accounts in the Requisition Preferences with Nicknames to quickly identify and update frequently used COA strings.
- You must withdraw an approved requisition before edits can be made.