Changing Chartfields on the Service Center Page

Service Center users now have the ability to edit all chartfield values, excluding Org, on the Service Center page. If the Service Center user updates any portion of the chartfield, Combo Edit will run upon Save to ensure that the updated chartfield combination is valid, and he/she should communicate chartfield changes back to Requestor/Approver whenever necessary.

Additional Preferences

  Requested For
  For users with the Requestor role, there is a new preference for the Requested For field. Requestors may now add a default name for Requested For field by using the Lookup Employee link.

  Org Number
  Users may now add a default value for the Org Number field in addition to adding default values to the distribution chartfields. This value is what determines the workflow path that the request will take when submitted.

Approval E-mails

For eRequests submitted after Thursday, 4/7, approval notification e-mails will now include the Total Request Amount (Total) in the subject line and the Purchasing/Payment Option in the e-mail body.

Project(s) and Program(s) Searches

On the General Search, Approver Worklist, and Service Center Worklist pages, Project(s) and Program(s) are now available as search criteria. The Project(s) field replaces the Research Project(s) field and now allows the user to search for requests on all types of Projects.

Split Chartfield Distribution by Amount

Requestors and Approvers now have the ability to split the chartfield distributions by Percentage or Amount. The default is by Percentage, but the user may change this by selecting the “Amount” radio button immediately above the chartfield distribution fields.

* Please see updated eRequest job aids for more details.*