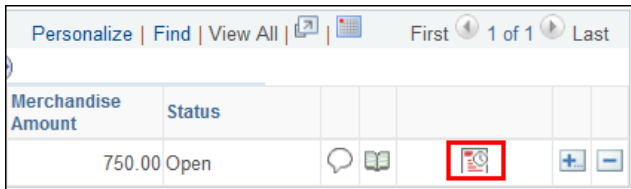


Requisition - Capital Category Code Correction

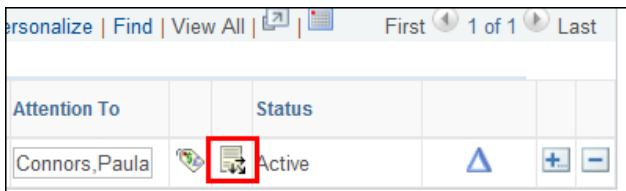
In the Financial Management System (FMS), certain category codes are now directly linked to Capital/Asset accounts.

If you unknowingly used a linked category code and your requisition was denied, you need to make corrections to the requisition.

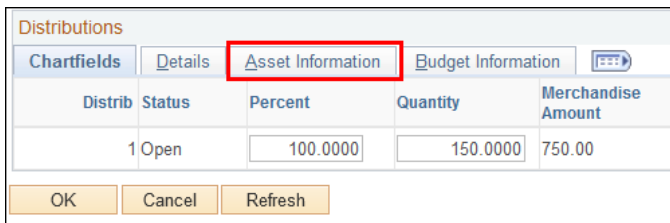
1. In the Line section, towards the right, click the Schedule Icon button.



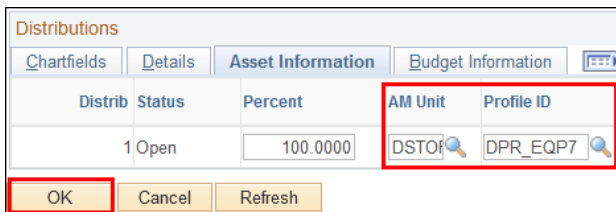
2. In the Schedule section, towards the right, click the Distribution Icon button.



3. In the Distributions section, click the Asset Information Tab.

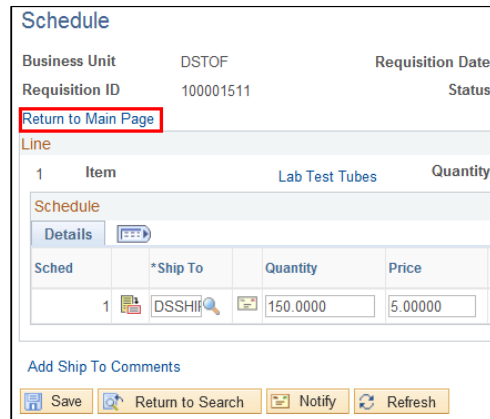


4. In the AM Unit and Profile ID fields, delete all of the information in these fields.

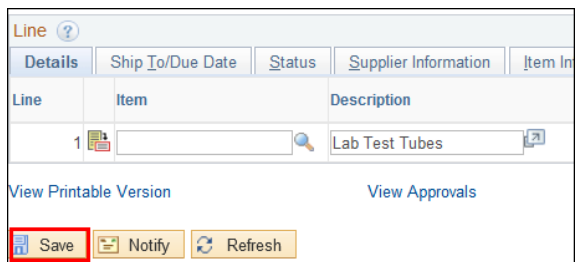


5. Click OK.

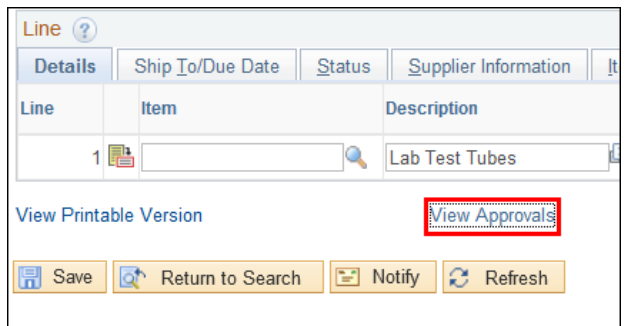
6. Click the Return to Main Page link.



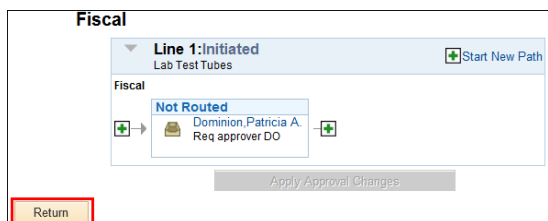
7. To re-submit the requisition, click Save.



8. To verify the Asset Approver is not listed, click the View Approvals link.



9. To return to the requisition, click Return.



10. When finished, click Sign out in the upper-right corner of the FMS page.