

# Customizing PeopleSoft eProcurement

PeopleSoft can be customized in multiple ways. The following are options for MUHC eProcurement Requesters.

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When updating requisition shipping/funding, users will need to click the expand triangle on each line to reveal the Accounting Lines (to change MoCodes, Accts, find/copy default Location code).

If desired, this can be set to expand that section by default, eliminating the need to click the above arrow.

1)

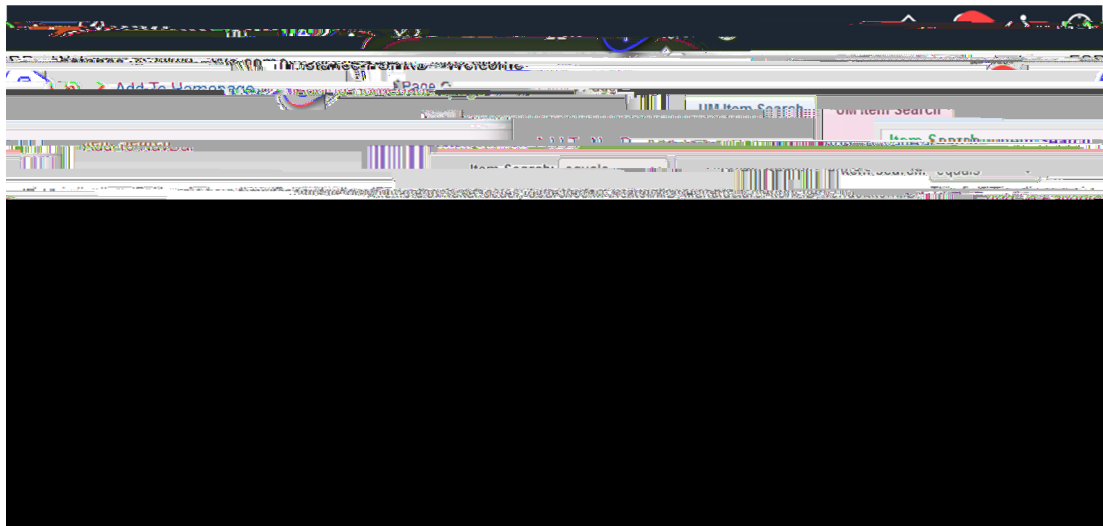
## Adding a Tile Item Search

To create a custom tile for easier navigation in the future

1. Click the Menu Search at top of the PeopleSoft page.
2. Type Item Search and matching entries will populate
3. Navigate to the Item Search page either by
  - a. Clicking on the Item Search menu item OR
  - b. Clicking <Enter> from the menu field and selecting from the Search Results



4. While the UM Item Search page is displayed, click the Actions List icon in the upper right.
5. Select Add to Homepage.
6. In the pop-up window, confirm or edit the title for the tile.
7. Click the desired homepage where the tile should be added (our default Finance page in this example).



Find more customization options (Adding to Favorites, NavBar Navigation), in the eProcurement Requester Training Guide.  
[https://www.umsystem.edu/ums/fa/finance-support-center/muhc\\_eprocurement\\_requester](https://www.umsystem.edu/ums/fa/finance-support-center/muhc_eprocurement_requester)



In certain fields, such as MoCode, PS Account, ShipCode, PeopleSoft will attempt to anticipate the value the User is trying to load and allow selection to be made from a grid.

The feature is turned ON by default, but Users may choose