

ePROCUREMENT 8.8

REASSIGN RESOURCE ANALYST

Divisions can assign a Resource Analyst (RA) to their Purchase Orders (POs) to aid in financially administering their POs. The RA appears on the BRS *PO Detail* report. The RA is initially specified on a new eProcurement Requisition and the RA is then transferred onto the resulting PO. An RA may have a number of POs that reference the RA. If the RA is no longer responsible for one or more POs, the POs can be mass-assigned transferred to another RA.

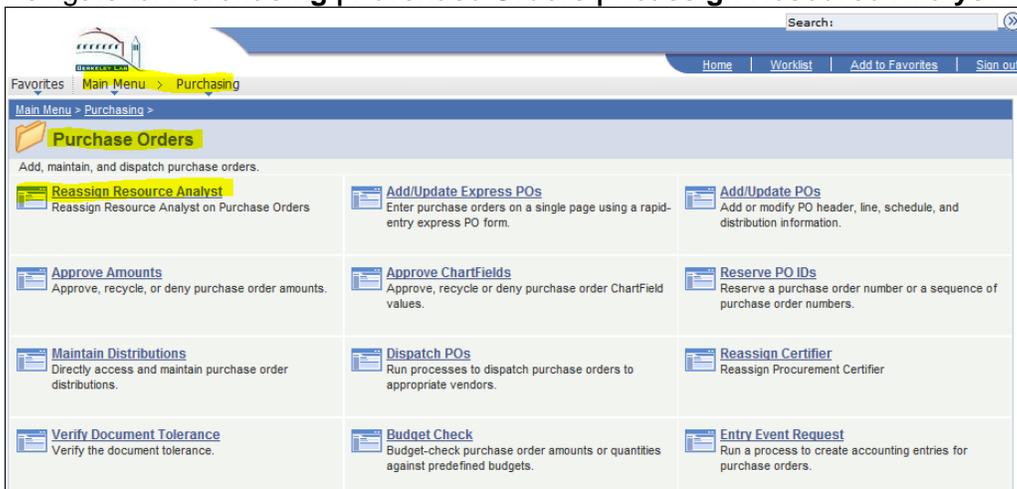
There are two ways buyers can change the RAs assigned to POs:

1. By going to the *PO ModTable* screen and changing the RA on one particular PO
2. By going to the *Reassign Resource Analyst* screen to change the RA on several POs at once

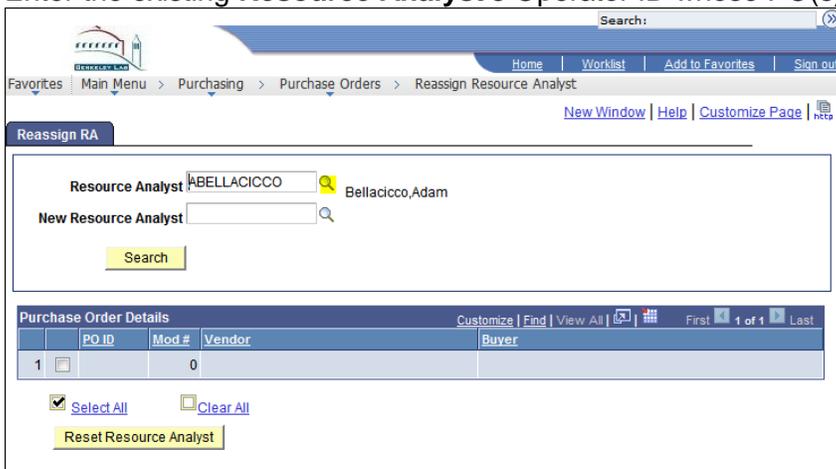
This topic will show you how to change the RA on the *Reassign Resource Analyst* screen.

Manually navigate to the *Reassign Resource Analyst* screen as follows:

- Log into PeopleSoft FMS
- Navigate to: **Purchasing | Purchase Orders | Reassign Resource Analyst**



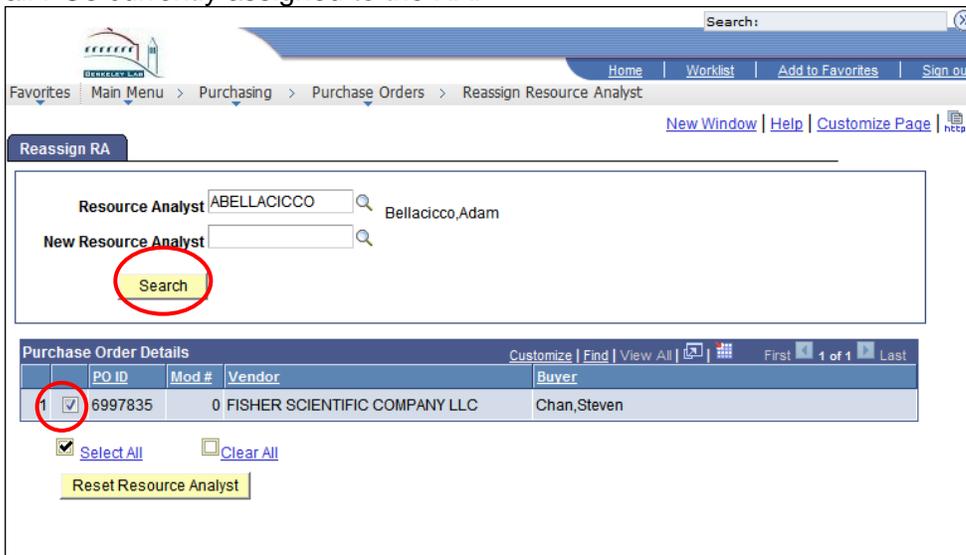
- Enter the existing **Resource Analyst's** Operator ID whose PO(s) you want to reassign.



- You can use the lookup icon  to see a list of all RAs. (This list is automatically kept up-to-date in FMS when an RA role is assigned to an employee.) Scroll down to the existing RA you want changed and click on the RA's Operator ID.



- Press the **Search** button. The lower area's *Purchase Order Details* section will display all POs currently assigned to the RA.



- Click the box before each PO you want reassigned. You can also click the **Select All** and **Deselect All** links to check or uncheck all the boxes This is useful for changing the RA on many POs without having to individually check each box.
- Enter **New Resource Analyst** you want the POs reassigned to.
- Click the **Reset Resource Analyst** button to reassign the RA to the New Resource Analyst. If you don't want to reassign the RA, just leave or close the screen and don't press any buttons.