Oracle Release 12 changes

1. Color scheme and Favorites location

2. In the Payment Request screen, there is a box that needs to be checked off if you’re creating a Non-employee Reimbursement. For clarification on Employee vs. Non-Employee reimbursements please reference the document on Eureka or contact Noemis Ortiz.

3. A new ‘NonEmp Reimb.’ column has been added to the Shopping cart screen and will be visible for all requisitions. It will only be checked off if you had checked in when creating a Non-Employee reimbursement from the Payment Request screen.
4. The checkout screen changes:
   - All approval hierarchy modifications can now be accessed by clicking on the ‘Manage approvals’ button.
   - Notes fields are now displayed horizontally
   - Attachments can now be added by hovering over the ‘Add attachment’ button with your cursor
   - In the ‘change coding’ screen, the ‘Return’ button has been renamed ‘Apply’

5. Manage approvals screen.
   Please note that due to SEAS’ complex hierarchy approvers should not be manually changed unless in special circumstances.
   The ‘Delete approver’ radio button will stay greyed out and can only be used to delete an approver the shopper has previously entered manually.
6. Add attachment box – you do not need to leave the checkout screen to add an attachment. The box will appear when you hover over the button with your cursor.

7. The change/cancel requisition process has been slightly simplified. You can still modify your requisition after it has been approved from your main requisition screen by clicking on the radio button and ‘Change’ button.
The reason for the change needs to be entered.

All requisition change/cancellation requests will go through your regular approval hierarchy (even if the reason for the change request is reducing the dollar amount of the original PO) but the requestor’s final approval of the change is no longer required.