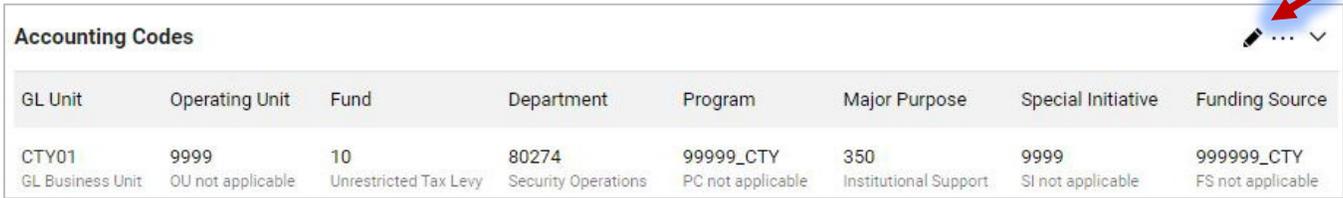


Different Chartfields for Multiple Line Requisitions

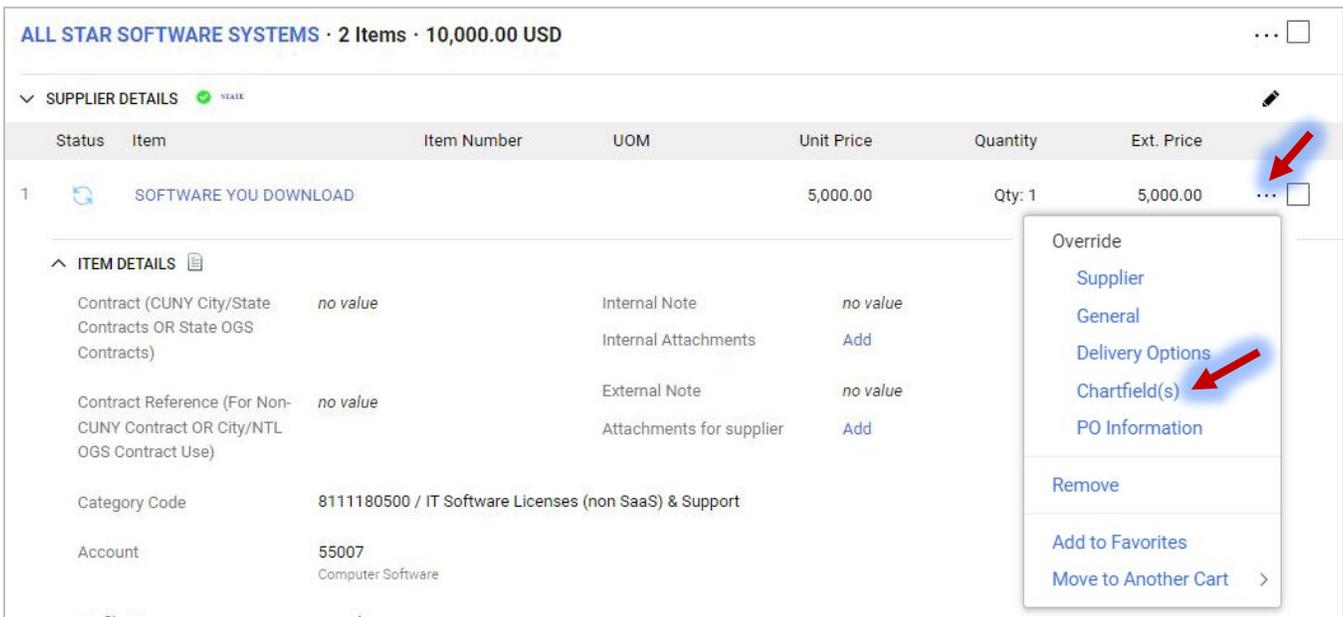
For multiple line requisitions, you **must** change the chartfield on each item line at checkout.

1. Navigate to the Summary tab of your requisition and scroll down to **Accounting Codes**.
2. You must start by entering the chartfield in the **Accounting Codes** section by clicking on the **Edit Accounting Codes Section** icon. This chartfield will be applied to all line items.



GL Unit	Operating Unit	Fund	Department	Program	Major Purpose	Special Initiative	Funding Source
CTY01	9999	10	80274	99999_CTY	350	9999	999999_CTY
GL Business Unit	OU not applicable	Unrestricted Tax Levy	Security Operations	PC not applicable	Institutional Support	SI not applicable	FS not applicable

3. Scroll down to the Line Items section and click the **Line Item Actions** ellipses icon. Select **Chartfield(s)** from the dropdown menu.



ALL STAR SOFTWARE SYSTEMS · 2 Items · 10,000.00 USD

▼ SUPPLIER DETAILS STATE

Status	Item	Item Number	UOM	Unit Price	Quantity	Ext. Price
1	SOFTWARE YOU DOWNLOAD			5,000.00	Qty: 1	5,000.00

ITEM DETAILS

Contract (CUNY City/State Contracts OR State OGS Contracts) *no value* Internal Note *no value*

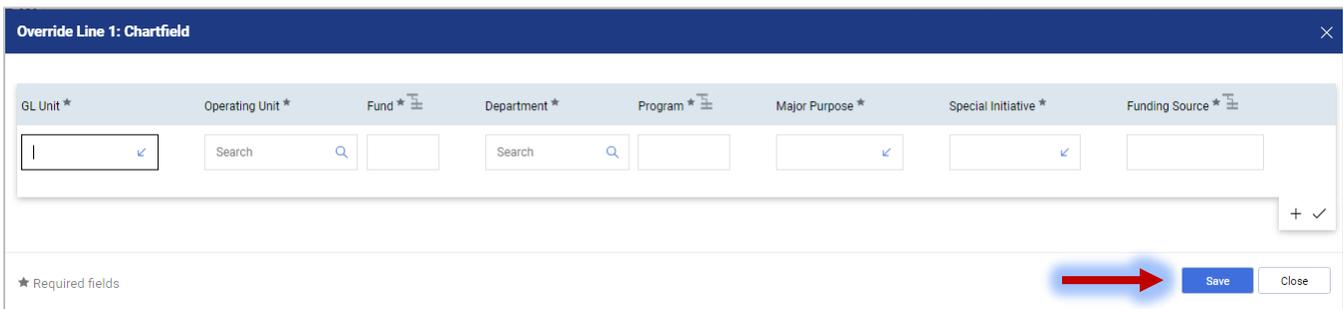
Contract Reference (For Non-CUNY Contract OR City/NTL OGS Contract Use) *no value* External Note *no value*

Category Code 8111180500 / IT Software Licenses (non SaaS) & Support

Account 55007 Computer Software

Override
Supplier
General
Delivery Options
Chartfield(s)
PO Information
Remove
Add to Favorites
Move to Another Cart >

4. Enter the new chartfield in the **Override Line: Chartfield** box and click the **Save** button.



Override Line 1: Chartfield

GL Unit *	Operating Unit *	Fund * [±]	Department *	Program * [±]	Major Purpose *	Special Initiative *	Funding Source * [±]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

★ Required fields

Save Close