Tips for Entering Chartfield Strings on BuyCarolina Orders
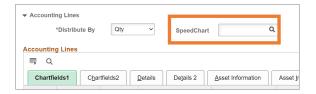
Using a Project ID to Enter a Chartfield String

If you are purchasing an item against a contract or grant, enter the Project ID into the SpeedChart field and the rest of the chartfield string will fill-in automatically.

1. On your purchase requisition, click the expand button beside the item you'd like to change the chartfields string for.

2. Type the Project ID into the SpeedChart field.

Note: If the chartfields don't fill in automatically, click into another field on the requisition to refresh the chartfield string values.

Changing the Chartfield String for Multiple Items at Once

If you need to change the chartfield string for multiple items on your requisition, you can change them all at once.

1. Check the box beside each item you'd like to change, or click **Select All/Deselect All** to select all the items on your requisition.

2. Click the **Mass Change** button.

Result: The system displays the Edit Lines/Shipping/Accounting for the selected lines.

3. Enter your chartfield string in the Accounting Information section and click the **OK** button to update the selected items with the new chartfield string.