



Use a Project ID to Enter a Chartfield String

If you are purchasing an item against a contract or grant, enter your project ID into the SpeedChart field and the rest of the chartfields fill-in automatically.

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

Requisition Lines ?				
Line	Description	Vendor Name	Quantity	UOM
 1	Test Tubes	FISHER SCIENTIFIC COMPANY LLC	<input type="text" value="100.0000"/>	Each
 2	Beakers	FISHER SCIENTIFIC COMPANY LLC	<input type="text" value="30.0000"/>	Each

2. Click the **Chartfields2** tab:

Accounting Lines							
Chartfields1		Chartfields2		Details		Details 2	
Line	Status	Dist Type	*Location				
1	Open		<input type="text" value="625_1103"/>				

3. Type your project ID in the SpeedChart field:

*Distribute By:	<input type="text" value="Qty"/>	SpeedChart:	<input type="text" value="5100002"/>								
Accounting Lines											
Chartfields1		Chartfields2		Details		Details 2		Asset Information		Asset Information 2	

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

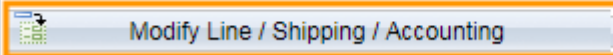

Change the Chartfield String for Multiple Items at Once

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:

Requisition Lines ?				
Line	Description	Vendor Name	Quantity	
<input checked="" type="checkbox"/>	1	Test Tubes	FISHER SCIENTIFIC COMPANY LLC	100.0000
<input checked="" type="checkbox"/>	2	Beakers	FISHER SCIENTIFIC COMPANY LLC	30.0000
<input type="checkbox"/> Select All / Deselect All				

2. Click the **Modify Line/Shipping/Accounting** button:

Total Amount:	1,600.00	USD
Pre-Encumbrance Balance:	1000.00	USD
		

3. Enter your chartfield string:

Accounting Lines							Personalize Find View All
Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information	
Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	
25236	49400	511140	310200	CHOSR	4025957	1	

4. Click the **Apply** button to update the selected items with the new chartfield string:

<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>
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