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:

2. Click the Chartfields2 tab:

3. Type your project ID in the SpeedChart field:

   ![Image of purchase requisition and chartfields]

**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:

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

3. Enter your chartfield string:

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