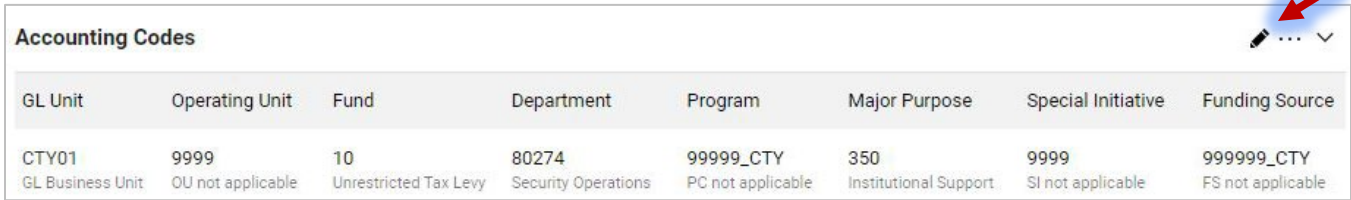


Different Chartfields for Multiple Line Requisitions

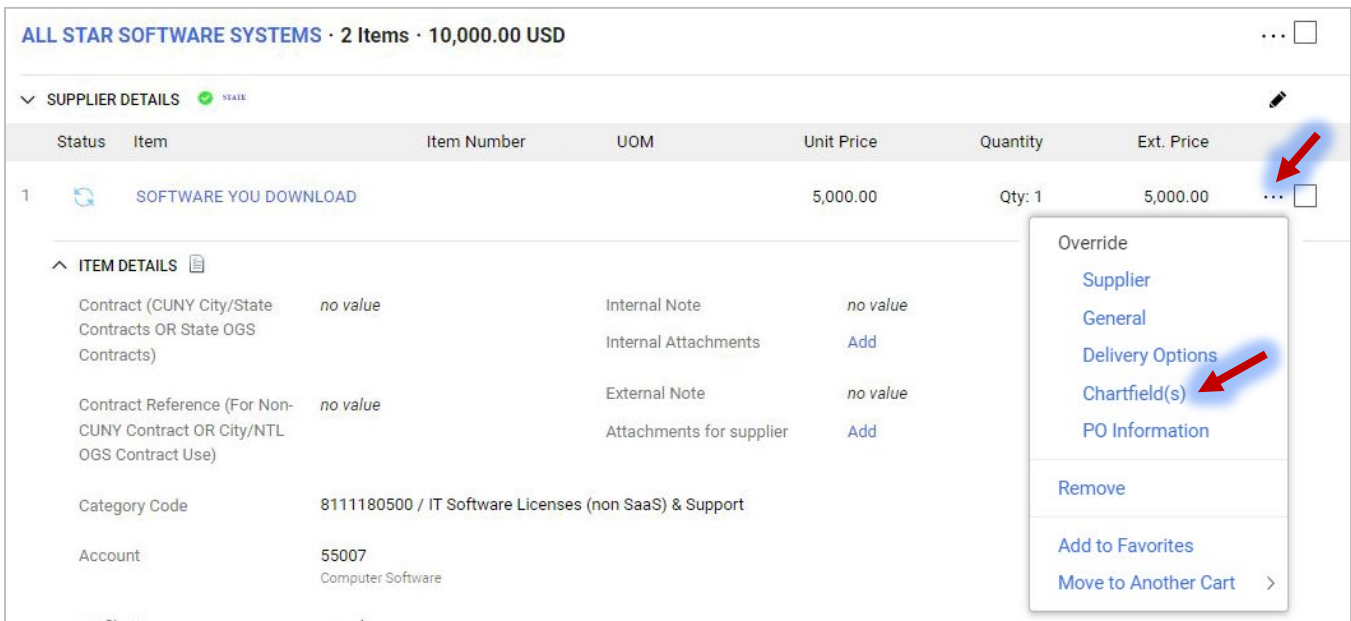
For multiple line requisitions, you **must** change the chartfield on each item line at checkout.

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*

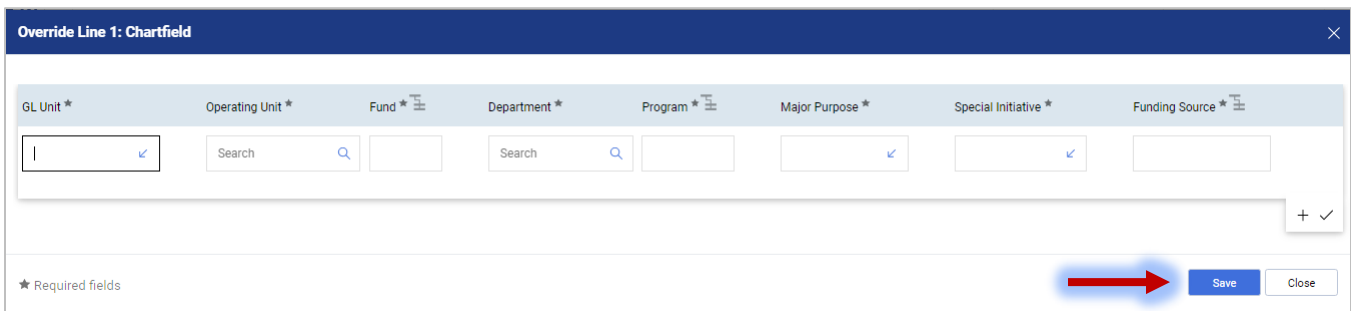
Contract Reference (For Non-CUNY Contract OR City/NTL OGS Contract Use) *no value* External Note *no value*

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"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

★ Required fields

Save Close