









Updating Chartfields

Learn how to adjust and apply expenses to Chartfields. Chartfields will always populate automatically if they have been defaulted in the profile but can be adjusted using this process.



SPLIT TOTALS BY UPDATING A REQUISITION'S CHARTFIELD



1. Navigate to **Orders > Search > Requisitions**.
2. Open the requisition you would like to edit.
3. Select the **Line Action Items** ellipses in the Item section and select **Override > Chartfield** in the drop-down menu or select the **Edit Chartfield** pencil icon. The Override: Chartfield box displays.


Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	 Ocean Science Kit	GEO602	KT	86.25	1 KT	86.25	
<div style="text-align: right;">3 </div>							
<div style="text-align: right;"></div>							
<div style="text-align: right;">Values have been overridden for this line  </div>							
<div style="text-align: right;">Values have been overridden <div style="float: right;">3 </div></div>							
<div style="text-align: right;"> </div>							
Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
FRSNO CSU Fresno	00001_FRSNO AM Conversion-SCO 0525	no value	660003_FRSNO Supplies and Services	no value	no value	no value	no value


4. To add additional lines, select the **Plus** icon.
5. Enter Chartfield information in the fields. Any field with an asterisk is required. For additional lines edit the fields. Every line's columns will need to be updated manually or copied.
6. When splitting a Chartfield determine how it will be split. Select the **% of Price** drop-down menu to edit this option.
7. Enter the correct split percentage or total in the distribution fields. Select the **Checkmark** icon to verify the Split Total is equal to 100% or quantity.
8. Select **Save**.



Override Line 1: Chartfield ✕

Program	Class	Project	% of Price	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	60	
			(51.75 USD)	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	40	
			(34.50 USD)	
			Split Total 100%	
			(86.25 USD)	

4  

6 

7 

8  

★ Required fields