CSU The California State University

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

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: Chatfield box displays.

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**.