Instructions to Edit the Chartfields of a Requisition

Step 1: Select Financial Supply Chain link in the menu box after logging in
Step 2: Click the e-Procurement link
Step 3: Click the Create Requisitions link
Step 4: Enter your CUNY1st ID in the Requestor Field
Step 5: Type Name for the requisition you’re creating
Step 6: Triangle or Arrow before the “Line Defaults” Bar in Dark Blue and enter the Account # 80123 on the tab labeled “Chartfields1”
Step 7: Click on the tab labeled “Chartfields2” and edit the Chartfields (if necessary) to match the following coding:

<table>
<thead>
<tr>
<th>Oper Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>MP</th>
<th>Sp Init</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999</td>
<td>10</td>
<td>80170</td>
<td>99999</td>
<td>100</td>
<td>99999</td>
</tr>
</tbody>
</table>

Step 8: Click on the tab labeled “Chartfields3” and edit the Chartfield (if necessary) to match the following coding:

Funding Source: 9999999

Step 9: Click the yellow button (Continue) and proceed as you would to finish creating any other requisition