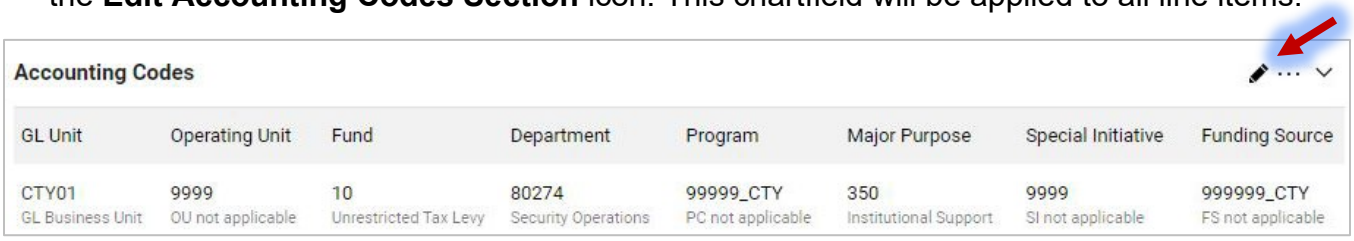
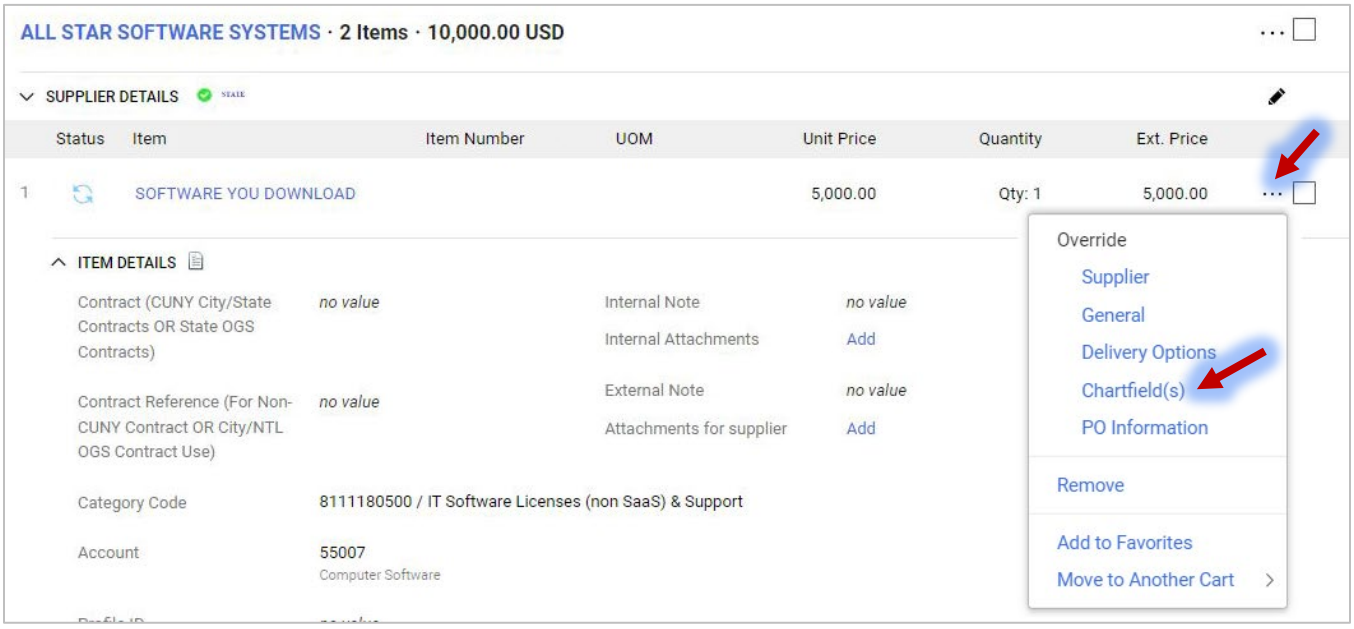
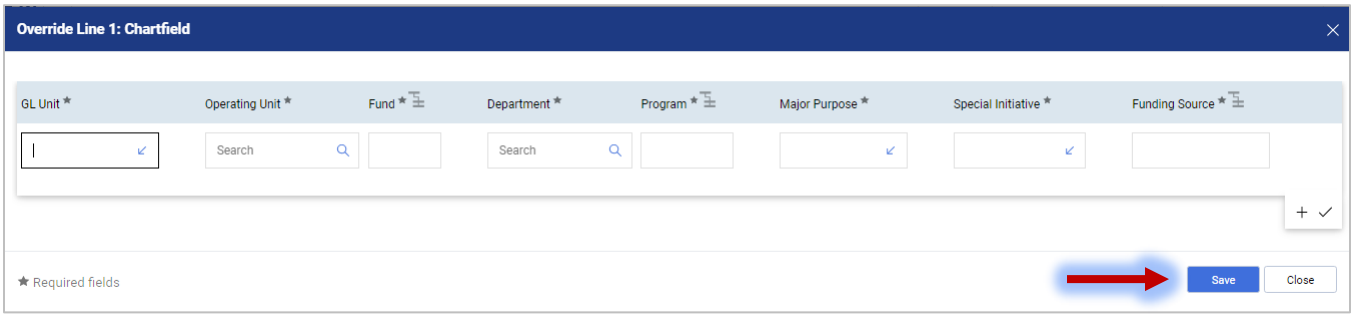
Different Chartfields for Multiple Line Requisitions

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.



3. Scroll down to the Line Items section and click the **Line Item Actions** ellipses icon. Select **Chartfield(s)** from the dropdown menu.



4. Enter the new chartfield in the **Override Line: Chartfield** box and click the **Save** button.