

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:

Oper Unit: 9999 **Fund:** 10 **Dept:** 80170 **Program:** 99999 **MP** 100 **Sp Init** 9999

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

Funding Source: 999999

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