When updating a speedchart number for a requisition, whether only one line or multiple lines, it is recommended to use "Mass Change" rather than updating the speedchart under "Accounting Details" on each line of the requisition so that the Budget Reference and Account fields do not clear out. Below is a guide to walk you through Mass Change. Note that Mass Change works for both Special Requests and Marketplace requisitions.

After transferring your Marketplace cart to a requisition, or when you are on the "Save and Submit" screen of a Special Request requisition, click on the "Select All / Deselect All" button located on the left side of the screen below your final line of the requisition followed by "Mass Change" (as seen below):

Checkout - Review and Su	bmit									
Review the item information and submit t	he req for approval.			*,	/v Preferences	Requisition Setting				
Requisition Summary						requisitori octing	-			
Business Un	it 43000 Q	Kennesaw State	University	Requisi	tion Name					
*Requeste	r rsanty	Q Santy,Ryan P			Priority Medium V)				
*Currenc	y USD									
Cart Summary: Total Amount 1.00 US	0									
Expand lines to review shipping and a	ccounting details				Add More Iter	ns				
Requisition Lines (?)										
Line Description	Item ID	Supplier		Quantity	UOM	Price	Total	Details	Comments	Delete
🕨 🗹 1 👷 Test				1.0000	Each	1.0000	1.00		🖓 Add	â
Select All / Deselect All	Select lines to:	Add to Favorites	😡 Add t	o Template(s)	Î Delete Selected	ŧ⊟.N	lass Change			
						Total Amount	1.00 USD	(
Shipping Summary										
🗶 Edit for All Lines										
Ship To Location	KTP3700									
Address	KENNESAW STATE UNIVER	RSITY								

After clicking on "Mass Change" a new screen will pop up allowing you to edit the Chartfield values of the lines selected. Here you can enter the speedchart number in the highlighted box below:

Line Information © Acte: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data referred on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing. Supplier ID Supplier ID Supplier ID Category Add One Time Address Due Date Ship Ya Preight Terms Comments	Help
Quantity UOM 1.0000 Each Buyer Q Category Q Shipping Information Add One Time Address Due Date Image: Add One Time Address Due Date Image: Add One Time Address Ship Via Q Freight Terms Q	
plate(s) Shipping Information Ship To Location Q Add One Time Address Due Date Ship Via Q Freight Terms Comments	
Ship to Location Q Add One Time Address Due Date IP Attention Ship Via Q Freight Terms Comments Comments	
Ship Via Q, Freight Terms Q, Comments	
Accounting Lines	
SpeedChart Q	
Accounting Information Personalize Find 🗇 👪 First 🚯 1 of 1 🚯 Last	
Charthelds1 Charthelds2 Charthelds2 A Deate Asset Information E229 Dist Percent Location GL Unit Account	

You do not need to fill in the "Account" field, as this will not change with Mass Change. After entering the speedchart number, it is recommended to click on the "Chartfields2" tab, as shown below, to verify that the Chartfield values populated correctly:

M	Edit Lines/Shipping/	Accounting for Select	ted Lines				×
							Help
	Line Information (?)						
A	Note: The information to entered on this page with	pelow does not reflect the ill replace the data in the	ne data in the selected reque e corresponding fields on t	isition lines. he selected li	When the 'OK' bi nes that are avai	utton is clicked, the data lable for sourcing.	
	Supplier ID	٩	Supplier Locatio	n	Q		
	Buyer	٩	Categor	у	Q		
	Shipping Information						_
-	Ship To Location	٩		Add One Ti	me Address		
	Due Date	21	Attenti	n			
I	Ship Via	্	Freight Tern	15	Q		
_	Comments						
	Accounting Lines						_
	SpeedChart bi	9412 Q	other ehartfield values				
I	Accounting Inform	ation	Personaliz	al Find I 🗇	Eirst (1 of 1 🚯 Last	
	Chartfields1 Cha	artfields2 Chartfields3	Details Asset Inform	ation			
4	Dist Percent	Location	GL Ur	it	Account		
H	1		Q	٩			
1					Load	/alues From Defaults	
	OK Cance	l Refresh					
			2	_	_		

After entering the speedchart number and clicking on the Chartfields2 tab, the correct chartstring values should populate as shown below:

ine Information (2									
lote: The informa ntered on this pa	tion below does not re ge will replace the dat	flect the data ir a in the corresp	n the selecter conding field	d requisition s on the sele	lines. ected l	When the 'OK' butt ines that are availa	on is cl ble for s	icked ourc	, the data ing.	
Supplier ID Q Supplier Location Q										
Bu	yer]0	C	ategory		Q				
hipping Information	ion									
Ship To Locati	on	2		Add	One 1	ime Address				
Due D	ate	21	A	ttention						
Ship	/ia	Q	Freigh	t Terms		Q				
Assounting Lines									11	
SpeedCh	art									
Please enter GL	Business Unit before sel	lecting other cha	rtfield values							
Accounting In	formation		Per	sonalize Fi	nd 🖓	🔣 🛛 First 🔞	1 of 1	۱	.ast	
Chartfields1	Chartfields2 Char	tfields3 Deta	ils <u>A</u> sset	Information						
Fund	Dept	Program		Class		Bud Ref				
10500 🔍	1059412	Q 16200	Q	11000	Q		Q	+	-	
ок	Cancel Refresh)				Load Va	lues Fro	m De	faults	

You do not need to fill in the "BudRef" or "Account" fields when using Mass Change.

Click "OK" to continue and then choose "All Distribution Lines" from the choices on the popup, as shown below:

	UOM	Price	Total	Details	Comments	Delete			
0	Each	1.0000	1.00		📿 Add	Û			
	Delete Selected	Distribution Change Options							
	T	For the selected requisition lines that are available for sourcing, apply distribution changes to • All Distribution Lines Apply changes to all existing distribution lines. • Matching Distribution Lines Apply changes to each existing distribution line by matching the distribution line numbers. • Replace Distribution Lines Remove the existing distribution lines and replace with the distribution lines changes. OK Cancel Refresh							

This will only change the values you updated in Mass Change, so your Budget Reference and Account fields will remain the same.

Below is an example to show that the only changes are the speedchart values when using "Mass Change":

Freight Terms	FOB:DEST	Q				
 Accounting Lines *Distribute By 	Qty 🔻	SpeedChart	Befo	re using "Mas	s Change"	
Accounting Lines				Personalize Find Vie	w All 💷 🔣 👘 First 🕚	1 of 1 🛞 Last
Chartfields1 Chart	fields2 Chartfields3	Details Details 2	Asset Information	Asset Information 2	Budget Information	
*Account	Fund	Dept	Program	Class	Budget Reference	
723190	م 10500	Q 1059412	Q 16200	Q 11000	Q 2025 Q	+ -
Select lines to: Freight Terms	Add to Favorites	Add to Temp	olate(s) 🗍 Dele	te Selected	₩ass Change	
 Accounting Lines *Distribute By 	Qty V	SpeedChart	Q	After using "	Mass Change"	
Accounting Lines				Personalize Find Vie	ew All 💷 🔜 🛛 First 🕚	1 of 1 🛞 Last
Chartfields1 Chartfields1	elds2 Chartfields3	Details Details 2	Asset Information	Asset Information 2	Budget Information	
*Account	Fund	Dept	Program	Class	Budget Reference	
723190	Q 10500	Q 1085435	Q 16500	Q 11000	Q 2025 Q	+ -
Select lines to:	Add to Favorites	🔯 Add to Temp	late(s)	te Selected	棍Mass Change	

Note that the Account and BudRef fields remained the same and only the speedchart values updated.