

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 Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: 43000 Kennesaw State University Requisition Name: []

*Requester: rsanty Sauty,Ryan P Priority: Medium

*Currency: USD

Cart Summary: Total Amount 1.00 USD

Expand lines to review shipping and accounting details Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Test			1.0000	Each	1.0000	1.00		Add	

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 1.00 USD

Shipping Summary

Edit for All Lines

Ship To Location: KTP3700

Address: KENNESAW STATE UNIVERSITY

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:

My Preferences Requisition Settings

Requisition Name: []

Priority: []

Edit Lines/Shipping/Accounting for Selected Lines

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID: [] Supplier Location: []

Buyer: [] Category: []

Shipping Information

Ship To Location: [] Add One Time Address

Due Date: [] Attention: []

Ship Via: [] Freight Terms: []

Comments: []

Accounting Lines

SpeedChart: []

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First | 1 of 1 | Last

Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information

Dist	Percent	Location	GL Unit	Account
1	[]	[]	[]	[]

Load Values From Defaults

OK Cancel Refresh

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:

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location
 Buyer Category

Shipping Information

Ship To Location Add One Time Address
 Due Date Attention
 Ship Via Freight Terms
 Comments

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First 1 of 1 Last

Chartfields1 **Chartfields2** Chartfields3 Details Asset Information

Dist	Percent	Location	GL Unit	Account
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Load Values From Defaults

OK Cancel Refresh

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

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location
 Buyer Category

Shipping Information

Ship To Location Add One Time Address
 Due Date Attention
 Ship Via Freight Terms
 Comments

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First 1 of 1 Last

Chartfields1 Chartfields2 Chartfields3 Details Asset Information

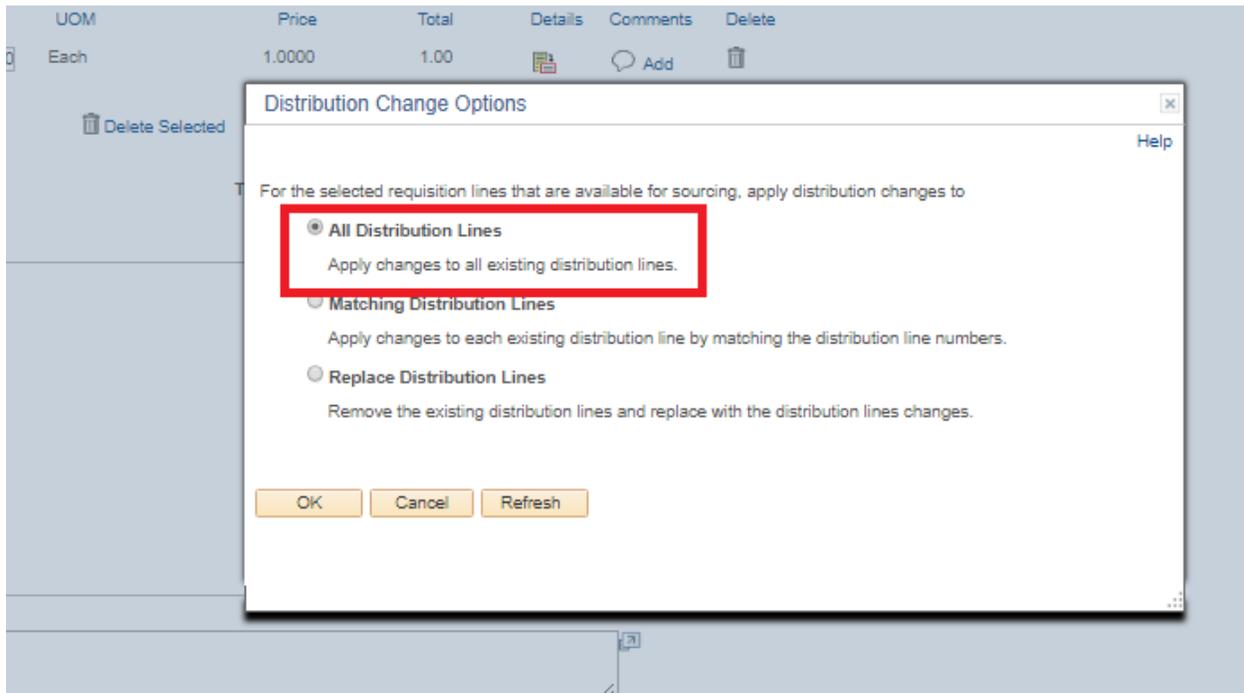
Fund	Dept	Program	Class	Bud Ref
10500	1059412	18200	11000	<input type="text"/>

Load Values From Defaults

OK Cancel Refresh

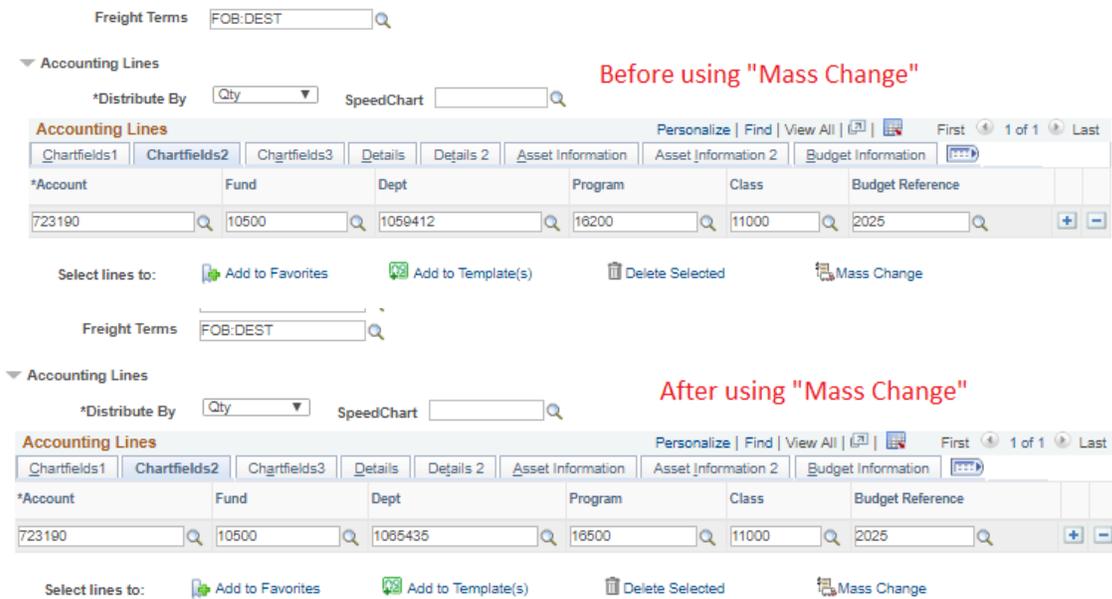
You do not need to fill in the “BudRef” or “Account” fields when using Mass Change.

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



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":



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