ePro Requisition – Update Chartfields (From Requisition Defaults)

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Chartfields (also known as a GL string) may need to be changed if you're ordering for a different department, or if you received an error, etc…

There are two different ways you can update your Chartfield or GL string.

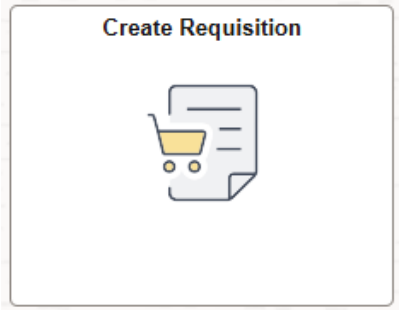
To update the GL string at the beginning of the requisition, use Requisition Defaults.
All requisition lines will populate with the GL string indicated in the Requisition Defaults section.

See the steps below to and update the GL string when creating a requisition.

1. From the OneLink homepage, click **eProcurement** tile.



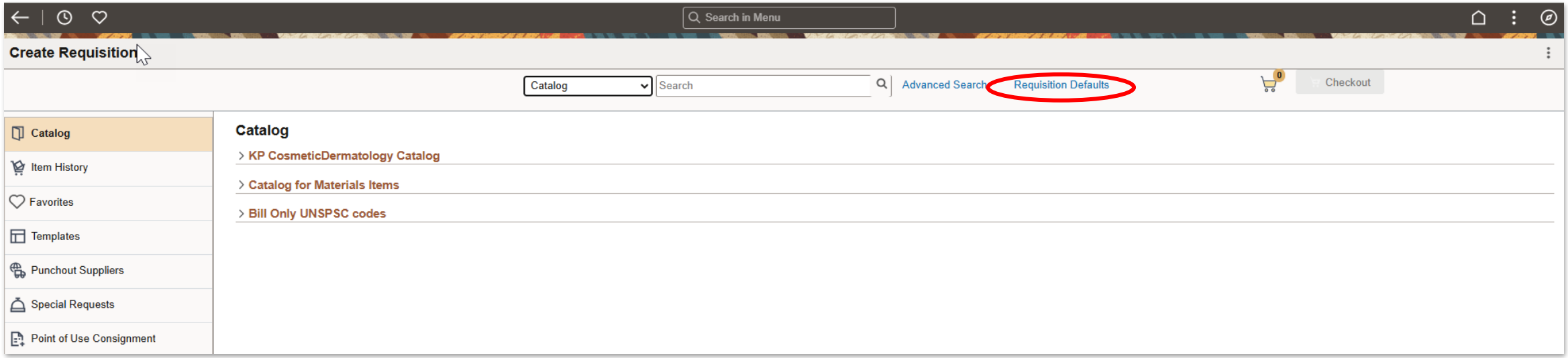
2. Click **Create Requisition** tile.



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3. Then click on **Requisition Defaults**.



4. From the Requisition Defaults screen, scroll to the bottom of the page and update the Location, GL Unit, GL Location, and/or Dept as needed. If this requisition is for a project, scroll to the right and/update the PC Business Unit , Project, and Activity.



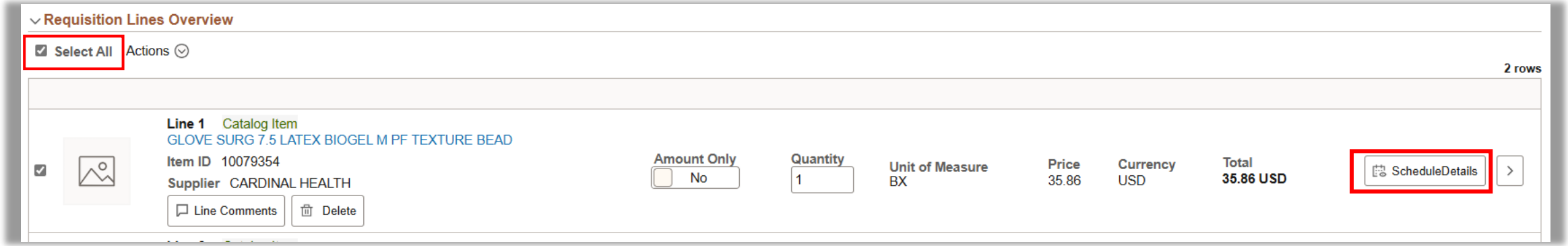
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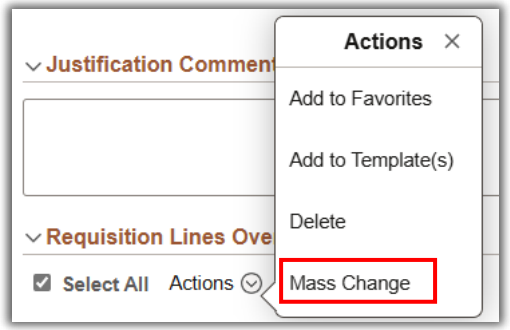
The second option is to update the Chartfields or GL string after item lines are already populated.

1. From the Edit or Checkout page check **Select All**.

   Note: If changing an individual line, select the line then click Schedule Details and update the desired Chartfield values. It is not recommended to have multiple Chartfields on the same requisition.



2. Click the **Actions** drop-down button and select **Mass Change.**

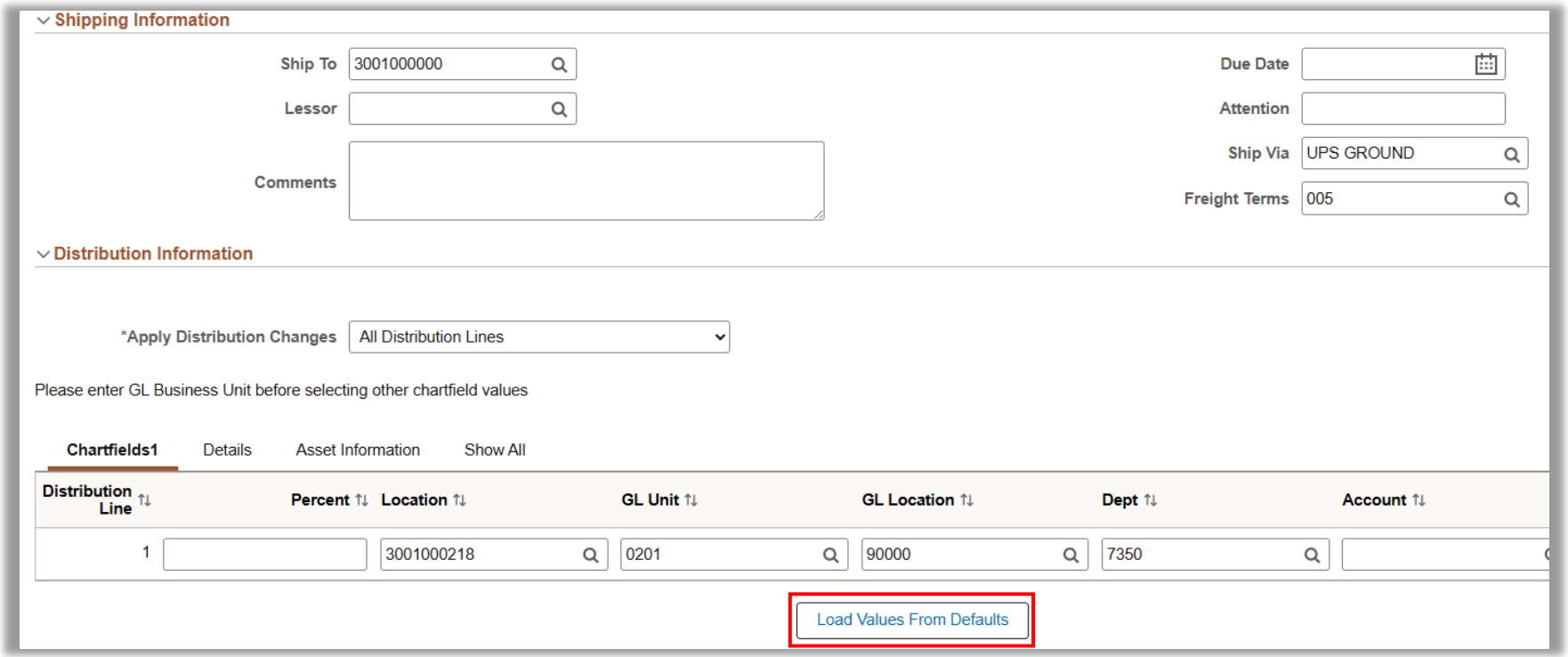


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3. Click the Load Values From Defaults button. This loads the default values from your Requester profile.

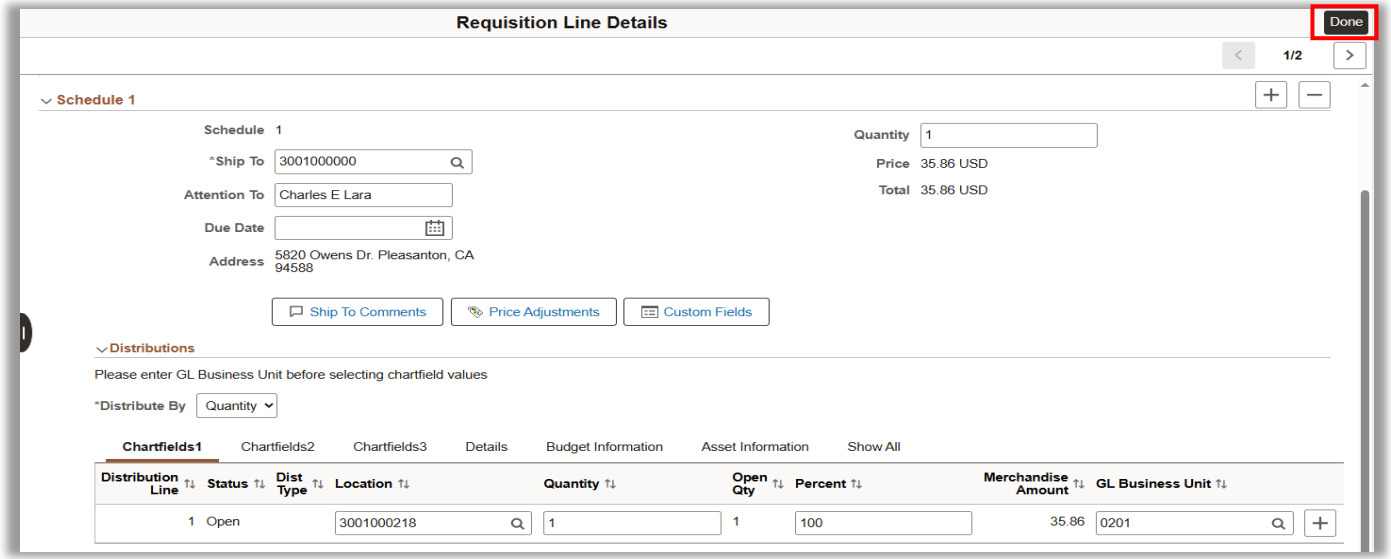
4. Update the chartfields as needed. KPIT and some other users may need to update the PC Business Unit, Project, and Activity fields for Projects.



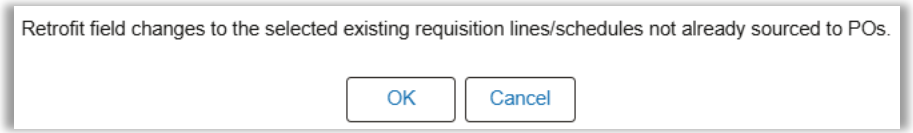
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5. Click **Done** after updating the Chartfields.



6. Click **OK** at the message prompt.



Note: The GL string defaulted on OneLink transactions comes from your HR profile and can only be updated by HR. If the GL string is incorrect, contact the National HR Service Center at 877-457-4772 to request updated/corrected GL string.