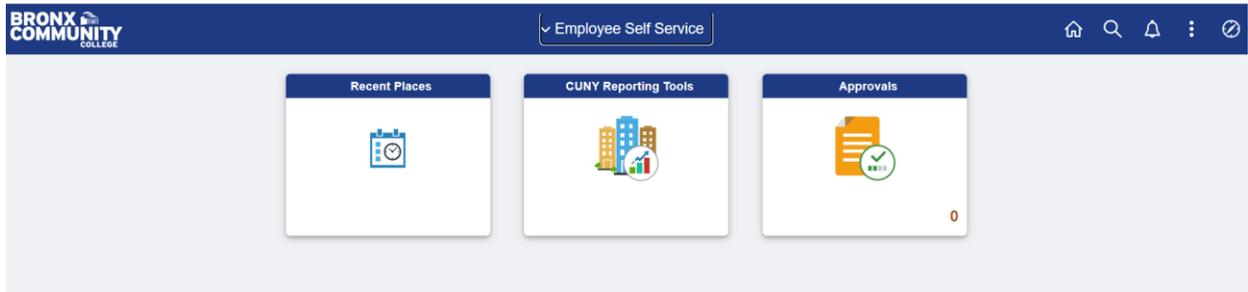


Changing Chartfields on a Requisition in CUNYfirst 9.2

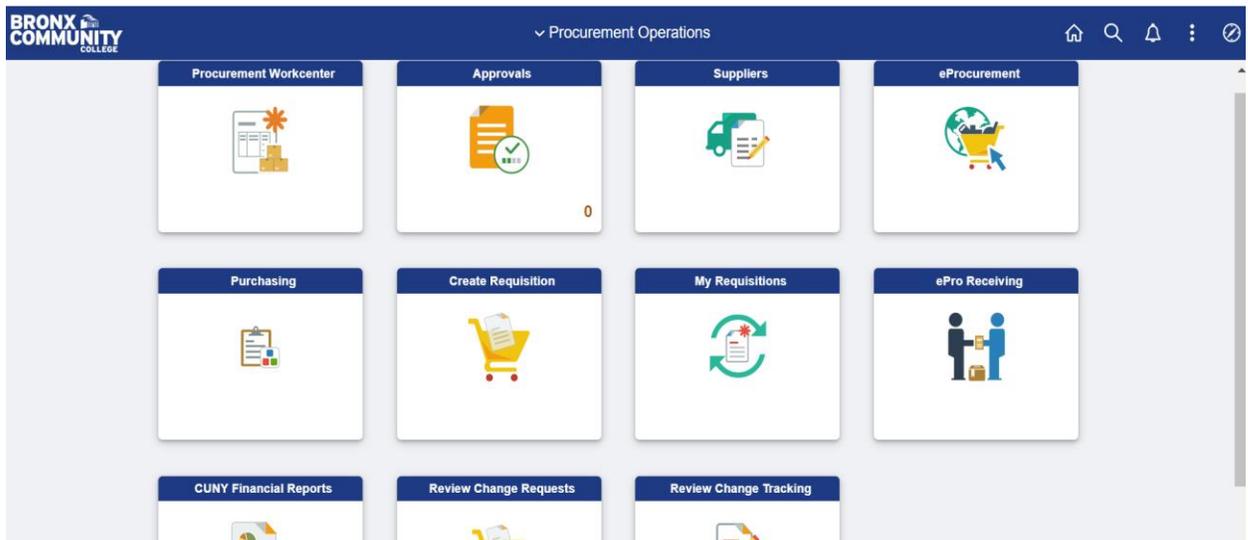
1. After you log into CUNYfirst, and click on the link for Financial Supply Chain. The following screen (or a similar one depending on your access) should appear:



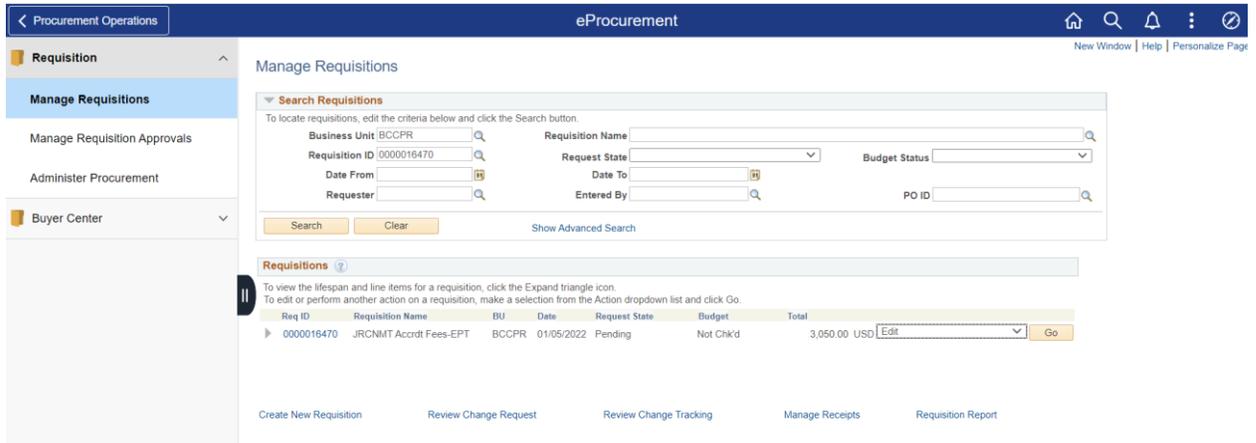
2. From the Employee Self Service drop-down menu, select Procurement Operations.



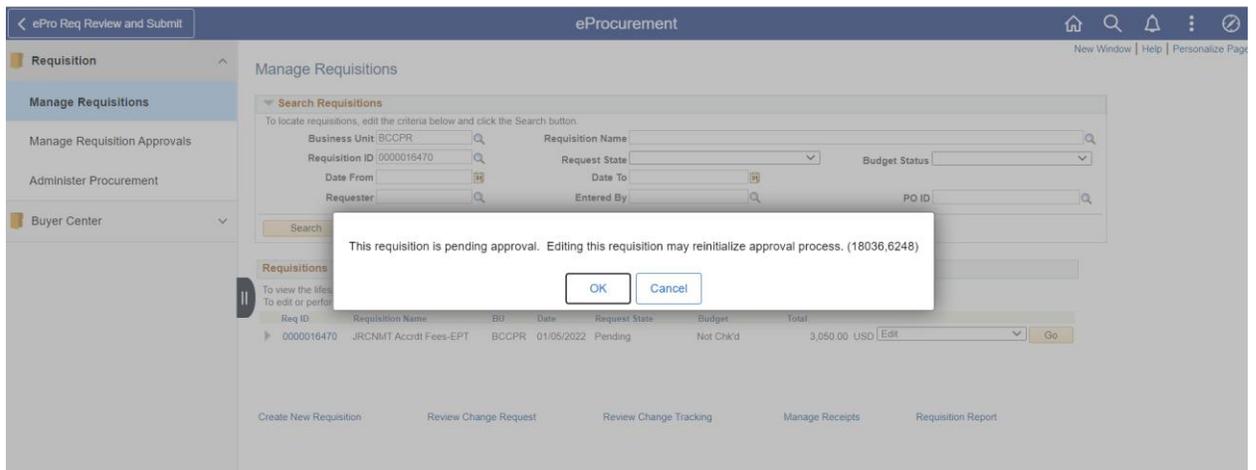
3. Next, select eProcurement.



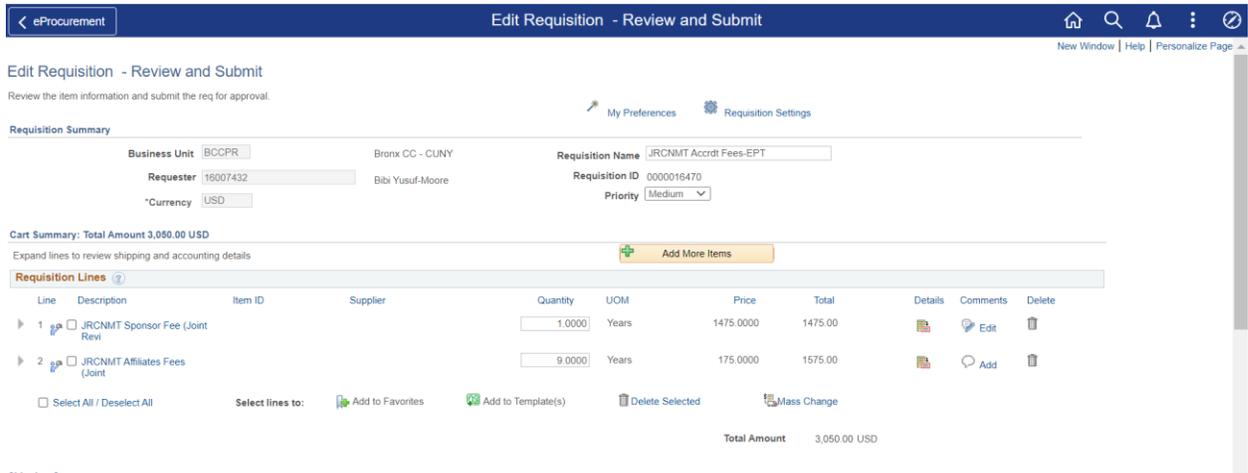
- The following screen will appear. For tax levy requisitions, enter the Business Unit as BCCPR and then enter your requisition number, with five leading zeros. Click the search button, and CUNYfirst will display the requisition name and status. In the select options field, click on Edit the click the Go button. If you select My Requisitions, select the option to edit your requisition and skip to step 6.



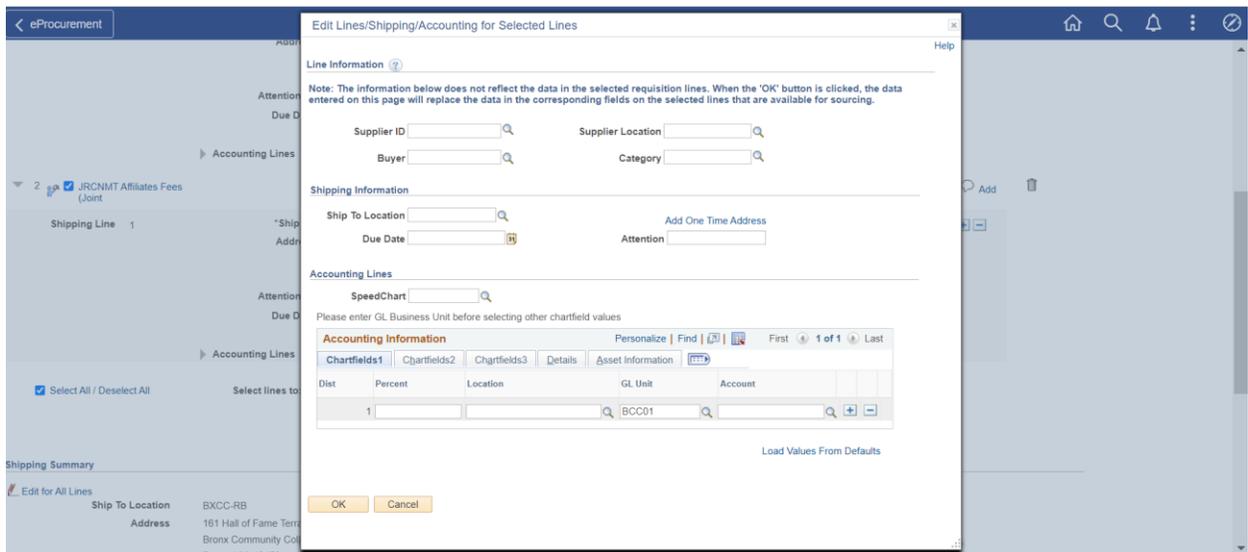
- The following message will appear, and you should click Ok to proceed with the chart field edits.



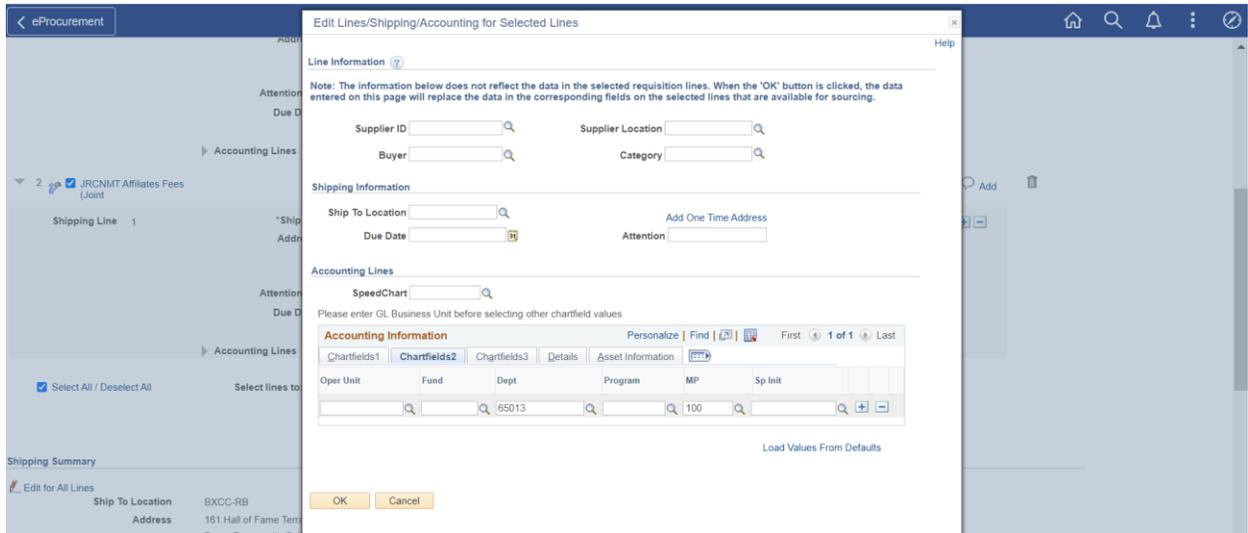
- When the Edit Requisition screen appears, you have two options; to edit individual lines or to edit all lines on the requisition. Select the individual line or select all and click the small gray arrows on the left side of your screen next to the line description.



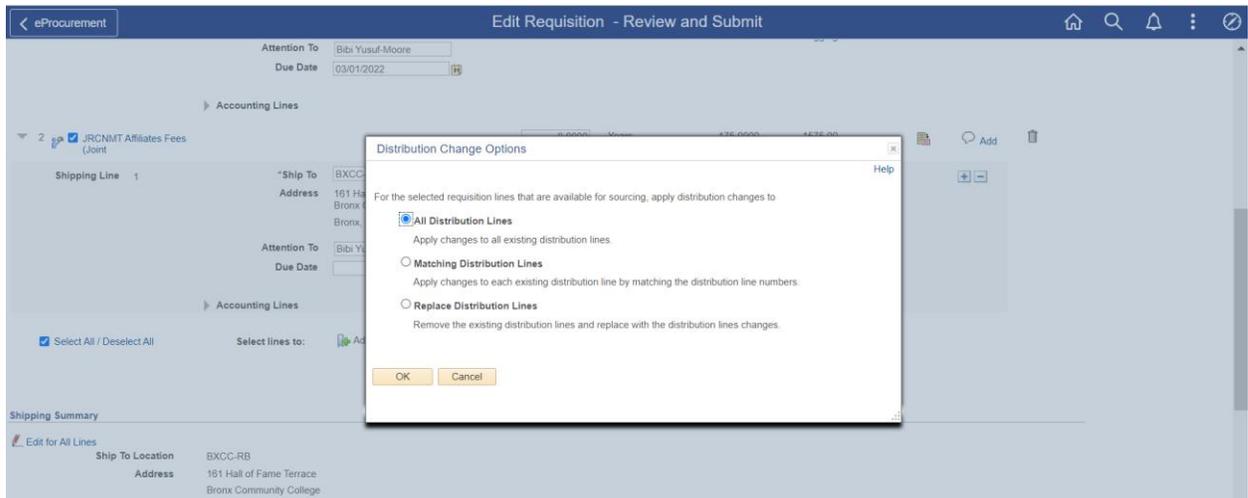
- If you are only changing one line, click on the small gray arrow for accounting lines. Alternatively, if you want to apply the change to all lines, click mass changes (make sure you checked the box for Select All). You should see a screen that shows fields for accounting information. Please enter the GL Unit for your requisition. Note you should use BCC01 for all tax levy requisitions. To locate additional accounting chartfields, click the buttons Chartfields2 or Chartfields3.



- Chartfields2 includes fields for operating unit, fund, department, program major purpose and special initiative. Chartfields3 includes the field for funding source. Enter the updated chartfield codes and click the OK button.



- If you are applying changes to all the lines in your requisition, select "All Distribution Lines" and click OK.



10. On the next screen, click “Save and Submit”

Shipping Summary

[Edit for All Lines](#)

Ship To Location: BXCC-RB
 Address: 161 Hall of Fame Terrace
 Bronx Community College
 Bronx, NY 10453
 Attention To: Bibi Yusuf-Moore

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

To be charged to 65013-Job Linkages. Budget account was changed for both lines when creating requisition.

Budget Checking Status: Not Checked

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#)

11. CUNYfirst should display a confirmation screen. You will see that the requisition is re-routing for approvals. To confirm that CUNYfirst accepted your changes, click the view printable version link to review the updated chartfields.

Confirmation

Your requisition has been submitted.

Requested For Bibi Yusuf-Moore	Number of Lines 2
Requisition Name JRCNMT Accrdt Fees-EPT	Total Amount 3,050.00 USD
Requisition ID 0000016470	Approval Justification To be charged to 65013-Job Linkages. Budget account was changed for both lines when creating requisition.
Business Unit BCCPR	
Status Pending	
Priority Medium	
Budget Status Not Checked	

[View printable version](#) [Edit This Requisition](#) [Check Budget](#)

Supervisor Approval

JRCNMT Accrdt Fees-EPT: Pending [Start New Path](#)

Supervisor Approval

Pending

Luis Montenegro
Supervisor by UserId

Dept/Category Approvals

Line 1: Initiated [View/Hide Comments](#) [Start New Path](#)

JRCNMT Sponsor Fee (Joint Review Committee on Educational Programs in Nuclear Medicine Technology)

Department Approval

Not Routed **Not Routed**

Luis Montenegro Multiple Approvers
Department Manager Approval 1 Department Manager Approval 2

12. Here is the printable version of the updated requisition with updated chartfields:

Business Unit: BCCPR		Requester: 16007432		Status: Pending Approval			
Requisition: 0000016470		Requested By: Bibi Yusuf-Moore		Currency: USD			
Requisition Name: JRCNMT Accrdt Fees-EPT		Entered Date: 1/5/22		Requisition Total: 3,050.00			
Header Comments: To be charged to 65013-Job Linkages. Budget account was changed for both lines when creating requisition.							
Line: 1	Item Description: JRCNMT Sponsor Fee (Joint Review Committee on Educational Programs in Nuclear Medicine Technology)		Quantity: 1.0000	UOM: YRS	Price: 1475.0000	Line Total: 1,475.00	
Line Status: Pending							
Line Comments: Attached to line 1 is the 2022 JRCNMT accreditation invoice							
Ship Line: 1		Ship To: BXCC-RB		Address:			
Attention: Bibi Yusuf-Moore		Due Date: 3/1/22		Shipping Quantity: 1.0000			
Ship Via: UPS REG		Freight Terms: FOB		Shipping Total: 1,475.00			
				161 Hall of Fame Terrace Bronx Community College Bronx NY 10453 United States			
Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	LH-11A	1.0000	100.00	1,475.00	BCC01	52551
Dept	Oper Unit	Fund	Program		MP	Sp Initt	
65013	9999	10	99999		100	9999	
Open QTY			Open Amt				
1.0000			0.0000				
GL Base Amount		Currency	Sequence		Capitalize		
1,475.00		USD	0		N		
Fund Src							
999999							
Line: 2	Item Description: JRCNMT Affiliates Fees (Joint Review Committee on Educational Programs in Nuclear Medicine Technology)		Quantity: 9.0000	UOM: YRS	Price: 175.0000	Line Total: 1,575.00	
Line Status: Pending							