

How do I enter a different chartfield in Request?

You can change the chart field on Request. You MUST search by code in Request. For the ADSC portion, you will either enter the activity, project or if you are BU 02 you will do 02-the org, for example, 02-90016. Select the option for the drop-down for each field.

The screenshot shows a web form with four dropdown menus at the top labeled *ADSC, *BU(Required field), *Org, and *Fund. The *ADSC dropdown is set to 13983. Below the dropdowns, there is a search section with radio buttons for 'TEXT' and 'CODE', where 'CODE' is selected. A search box contains the text '(Code) Text'. Below the search box, a list of chartfield options is displayed, including: (10058-01-00357-2000-10058-00000000) TRAVEL & REIMBURSEMENT OPER 01 TRAVEL & REIMBURSEMENT SERVICE 2000 TRAVEL & REIMBURSEMENT OPER 00000000, (04-00003-04-00344-02-00003-00000000) TECHNOLOGY & VENTURE COMMERCIA 04 UURF OPERATIONS 02 TECHNOLOGY & VENTURE COMMERCIA 00000000, (13217-01-00204-1001-13217-00000000-1) OT DIFFERENTIAL TUITION 01 OCCUPATIONAL/RECREATIONAL THER 1001 OT DIFFERENTIAL TUITION 00000000 1, and (13983) TERRITORY 12-CALIFORNIA. The last option is highlighted in yellow.