Account and Alt Code Changes Through Edit Requisitions

Should you need to go back and add to or edit the distribution lines within a requisition, please note, the system will remove the information in the **Account** and **Alt Account** fields. To avoid this, use the **Mass Change** option detailed below.

1. Begin on the **Edit Requisition – Review and Submit** screen (refer to the [Editing Requisitions documentation](#), as needed).

2. Click on the gray triangle next to **Accounting Lines** to reveal the Chartfields.

3. Review **Chartfields 1** and **Chartfields 2** to determine if changes are needed.
4. Click the box next to the appropriate Line(s).

5. Click Mass Change.
6. Enter the appropriate **GL Unit** in **Chartfields 1**.
7. Enter the appropriate information for the remaining required Chart of Account fields where needed:
   - Dept
   - Fund Cat
   - Fund
   - Function
8. Click **OK**.
   **Note:** **Account** and **Alt Acct** should remain blank.
9. Select **All Distribution Lines** or **Matching Distribution Lines**.
   **Note:** Do not select the **Replace Distribution Lines** option.
10. Click **OK**.
11. Review **Acct** and **Alt Account** fields under **Accounting Lines** in **Chartfields 2** to ensure the information is correct.

12. Make changes as needed.

13. Continue to complete the **Editing Requisition** process as usual.