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):

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:
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:

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

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.