1. Under the **SpeedChart** field enter either your Cost Center/Project ID number.
   - Press **Enter**, the fields should populate.

2. Click **OK**

PeopleSoft Tips
- **Do not change** the chartfields that are auto-populated. If you need to change the chartfield information, type the new Cost Center/Project ID under the **Speed Chart** field.
- The **Account** number is not tied to the Speedchart, but it will auto-populate based on the **Expense Type** used on the first page.