UShop MARKETPLACE

NOTE: The Accounting Distribution may be split at either the Header level for the entire order, or by product line item.

1. **Split the Account Distribution at the Header Level:**

   a. After a shopper or requisitioner fills a cart and clicks **Proceed to Checkout**, a page appears outlining the steps to take before the cart can be submitted into requisition workflow. A yellow banner will provide specific instructions about what needs to be done. In the example below, the Accounting Distribution must be completed.

   b. When the Accounting Distribution tab is selected you will see that there are three fields to be populated: Acct Dist Shortcut (This is the Activity or Project number for the chartfield. This shortcut will populate the rest of the Accounting string after you click on **recalculate** or **Save**.)
   Account A/U (Allowable/Unallowable; Populate this field with 1 or 0 when using an Activity, leave empty when using a project number.)

c. To populate the fields, click on each field individually, or click **Edit**.
   There will appear the option **add split** in the upper right hand corner of the Accounting Distribution line. Click on **add split**.

d. This will bring up a new line for an additional Accounting Distribution, as well as a drop down menu in the upper right corner so you may select from % of Price or % of Quantity for this split. Select the type of split from the dropdown menu, and indicate the percentage or dollar amount for each line. Populate the Accounting Distribution fields for each line.

e. You may click on add split in the lower right corner to add more accounting lines. When all of your desired Accounting Distribution lines have been added and the fields populated, click **Save**.

2. **To split Accounting lines at the Line level**

   a. Click the **edit** button on the right side of the line you want to address.

b. This will bring up editable accounting distribution fields for that line only. Once again, you will see the option to add split in the upper right corner.

c. Click on add split and repeat steps 1d – 1e above.

d. Repeat steps 2a – 2c to add split the Accounting Distribution on each of the product lines on the requisition.

NOTE: If an Accounting Distribution is added at the Header level, it will apply to all lines that are not specifically edited.