

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:

- 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.

[Return to shopping cart](#)

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Acct Dist Shortcut

You need to be aware of the following issue(s), but it will not prevent you from submitting your request.

- Empty field: A/U

[Submit Requisition](#) [Assign Cart](#)

Requisition
2015-09-03 u0545906 01

Status: Draft
Document Total: 3.67 USD
[What's next for my order?](#)

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution** ✓

Accounting Distribution [Document Actions](#) [History](#) [?](#)

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
no value Required field	no value	no value	no value	no value	no value	no value Required field	no value Empty field

Lines [Selected Line Item Actions](#)

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- 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.)

Accounting Distribution [Document Actions](#) [History](#) [?](#)

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
Select from all values... Required field	no value Clear selected value...	no value Clear selected value...	no value Clear selected value...	no value Clear selected value...	no value Clear selected value...	Required field	Empty field

[recalculate / validate values](#)

[Save](#) [Cancel](#)

Product Description [more info...](#)

	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 FILTER PAPER 7CM 100/PK	098035B	PK	3.67	1 PK	3.67 USD

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**.

The screenshot shows the 'Accounting Distribution' dialog box. It contains several input fields: 'Acct Dist Shortcut', 'BU', 'Org', 'Fund', 'Activity', 'Project', 'Account', and 'A/U'. The 'Account' field has a red error icon and the text 'Required field'. The 'A/U' field has a yellow error icon and the text 'Empty field'. There are also 'Save' and 'Cancel' buttons at the bottom of the dialog.

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.

The screenshot shows the 'Accounting Distribution' dialog box with two lines. The first line has 'Account' 62400 and 'A/U' 1. The second line has 'Account' 62500 and 'A/U' 1. The 'A/U' field for the second line has a dropdown menu set to 'Amount of Price'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog.

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.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 DESK MOBIL HEIGHT PEDESTAL BK more info...	376772	1 EA	540.50	1 EA	540.50 USD	<input type="checkbox"/>
Accounting Distribution (same as header)						
2 DOUBLE PEDESTAL DESK 3/4 PED more info...	444479	1 EA	1,180.00	1 EA	1,180.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)						
3 SINGLE PED DESK RIGHT 30X66 more info...	444482	1 EA	1,055.00	1 EA	1,055.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)						
Supplier subtotal					2,775.50USD	





- 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.

Accounting Distribution								?	X
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U		add split
Select from all values...	no value	no value	no value	no value	no value				
	Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...	Clear selected value...				
recalculate / validate values									
<input type="button" value="Save"/> <input type="button" value="Cancel"/>									

- 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.

Product Description					Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	DESK MOBIL HEIGHT PEDESTAL BK  more info...				376772	1 EA	540.50	1 EA	540.50 USD	<input type="checkbox"/>
Accounting Distribution										
 values have been overridden for this line										
Acct Dist Shortcut		BU	Org	Fund	Activity	Project	Account	A/U	% of Price	<input type="button" value="edit"/>
05485 BIOLOGY		01 UNIVERSITY CAMPUS	00116 BIOLOGY	1001 SUPPORT AND INSTRUCTION	05485 BIOLOGY	no value	62500 OFFICE SUPPLIES	1 ALLOWABLE	40%	
05486 BIO URP		01 UNIVERSITY CAMPUS	00116 BIOLOGY	1001 SUPPORT AND INSTRUCTION	05486 BIO URP	no value	62500 OFFICE SUPPLIES	1 ALLOWABLE	60%	
copy to other lines										
2	DOUBLE PEDESTAL DESK 3/4 PED  more info...				444479	1 EA	1,180.00	1 EA	1,180.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)										
<input type="button" value="edit"/>										
3	SINGLE PED DESK RIGHT 30X66  more info...				444482	1 EA	1,055.00	1 EA	1,055.00 USD	<input type="checkbox"/>
Accounting Distribution (same as header)										
<input type="button" value="edit"/>										
Supplier subtotal									2,775.50USD	