Accounting Distribution - Add at Product Description Line

When one or more Accounting Distributions are added at the Accounting Header level, they apply to the entire PO. But when a specific chartfield should be assigned to a specific Product Description Line, it is best practice to assign the Accounting Distribution at the Product Description Line level.

1. From the Shopping cart, Proceed to Checkout
   1. In your UShop Shopping Cart, you can see the Product Description lines. The following instructions apply if there are multiple Product Description lines.
   2. Click Proceed to Checkout

2. Accounting Distribution
   1. Open the Accounting Distribution link.
   2. In this example, the Header Accounting Distribution line is left empty.
   3. Click on the edit button on the right end of the first Product Description line to be addressed.
3. Provide the Accounting Distribution

In the window that opens, complete the required fields for that particular Product Description line. Click Save.

Repeat this step for each Product Description line that requires a specific Accounting Distribution.

4. System generated messages

1. At the Header level, the system indicates that the Accounting Distribution has been edited at the Line level.

2. On the Product Description line just edited, the system indicates that the Header level Accounting Distribution has been overridden on this line.

3. On a Product Description line not yet edited, there is a message indicating that the Accounting Distribution for this line is the same as the Header. In this example, the Header is not populated, but if there were values entered at the Header, they would apply to all un-edited Product Description lines.
5. Specific Accounting Distributions displayed at each line.

As the Accounting Distribution for each Product Description line is edited, a unique Accounting Distribution will display on that line. This helps Accounts Payable appropriately allocate charges.