

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 practise 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.

The screenshot shows a dialog box titled "Accounting Distribution". It has a table with columns: BU, Org, Fund, Activity, Project, Account, and A/U. The "Acct Dist Shortcut" field is highlighted in yellow and circled in red. The "Account" field is highlighted in yellow and circled in red. The "A/U" field is highlighted in yellow and circled in red. Below the table, there are two buttons: "Save" and "Cancel".

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.

The screenshot shows the "Accounting Distribution" window. At the top, there is a header section with "THOMAS SCIENTIFIC / PHENIX RESEARCH" and a "more info..." link. Below this is a table of Product Description lines. The table has columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. Line 1 is highlighted with a yellow background and a circled "1". Line 2 is highlighted with a yellow background and a circled "2". Line 3 is highlighted with a yellow background and a circled "3".

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Integra? Miltex? Sterile Standard Scalpels	4-410	10/PK	14.20	10 PK	142.00 USD
2 Puritan? Cotton-Tipped Wooden-Shaft Sterile Applicators	25-806 10WC	200/PK	14.74	10 PK	147.40 USD

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.

THOMAS SCIENTIFIC / PHENIX RESEARCH									
more info... USHOP THOMAS SCIENTIFIC 1654 HIGH HILL ROAD, SWEDESBORO, NJ 08085 US									
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price				
1 Integra? Miltex? Sterile Standard Scalpels more info...	4-410	10/PK	14.20	10 PK	142.00 USD				
Accounting Distribution									
values have been overridden for this line									
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit	
05800 BIOMEDICAL INFORMATICS	01 University Campus	00242 BIOMEDICAL INFORMATICS ADMIN	1001 INSTRUCTION AND SUPPORT	05800 BIOMEDICAL INFORMATICS	<i>no value</i>	62500 OFFICE SUPPLIES	1 Allowable		
copy to other lines									
2 Puritan? Cotton-Tipped Wooden-Shaft Sterile Applicators more info...	25-806	10WC	200/PK	14.74	10 PK	147.40 USD			
Accounting Distribution									
values have been overridden for this line									
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	edit	
05826 SELF INSURANCE FUND	01 University Campus	00363 RISK & INSURANCE SERVICES	1001 INSTRUCTION AND SUPPORT	05826 SELF INSURANCE FUND	<i>no value</i>	<i>no value</i>	1 Allowable		