

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

Shopping Cart   for LISA B. CHANDLER     Name this cart:   2018-09-17 u0182453 01     Share my cart with others   No user groups available. Click here to create shared cart user groups.				Continue Shopp	ing 20 Item(s	_	f <b>289.40</b> usd Assign Cart
Have you made changes? Update	🚔   😳 Help	Non-Catalog Quick Order	Empty Cart	Create New Cart	Perform an action on (0 items	selected) 🔻	Select All
THOMAS SCIENTIFIC / PHENIX RESEARCH 20 more info   USHOP THOMAS SCIENTIFIC   Edit   1654 HIGH HILL ROAD, SWEDESBORO, NJ 08085 US						Non-Catal	og Quick Order
Product Description					Unit Price	Quantity	Total 📃
Part Number 4-410 Commodity Code					14.20 10/PK Update More Actions	10	142.00
Puritan? Cotton-Tipped Wooden-Shaft Sterile Applicators open form Part Number 25-806 10WC Commodity Code					14.74 200/PK Update More Actions	10	147.40
					Suppl	ier subtotal	289.40 USD
Have you made changes? Update					20 Item(s Proceed to Checko	_	f <b>289.40</b> USD Assign Cart

# 2. Accounting Distribution

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

Requisition: 10850405	51	Accounting Dis	tribution						Document Acti	ons 👻   History   🚔   ?
Status: Draft Document Total: 289.40 USD What's next for my order?		Acct Dist Shortcut	BU no value	Org no value	Fund no valu	Activity	Project e no valu		no value	edit
Requisition 🖤		field				$\bigcirc$		field		
General										
Shipping	1	✓ Lines							Se	ected Line Item Actions 👻
Billing 1	~									
Accounting Distribution	1	THOMAS SCIENT	IFIC / PHENI	X RESEARCH						
Internal Notes and Attachm	<b>~</b>	USHOP THOMAS SCIEN 1654 HIGH HILL ROAD,		, NJ 08085 US						
External Notes and Attachm	× .	Product Desci	iption				Catalog No	Size / Packaging	Unit Price Quar	tity Ext. Price
Additional Approvals	1	1 Integra? Milter Accounting Distri		<b>lard Scalpels</b> 📄 s header)	more info		4-410	10/PK	14.20 10 P	K 142.00 USD
Supplier Information	1									edit
Final Review	~	2 Puritan? Cotto	n-Tipped Woo	den-Shaft Sterile	Applicators 🗎	more info	25-806 10WC	200/PK	14.74 10 P	K 147.40 USD
PR Approvals		Accounting Distri	bution (same a	s header)						edit

### 3. Provide the Accounting Distribution

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

Accounting Distribution	A-1/4 \$2-510		ara usta		7			? X
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	add split
Select from profile values Select from all values				no value				]
							recalculate / validate values	;
				Save	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 sysytem 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 overriden 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.

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account		A/U		ed
o value Sequired field	no value	no value	no value	no value	no valu		no val	ue npty field		
by to other lines Accounting Distribu	tion values vary by	line 1								
Lines								Selected	Line Item Actio	ns
more info HOP THOMAS SCIE	NTIFIC									
more info HOP THOMAS SCIE 54 HIGH HILL ROAD	NTIFIC , SWEDESBORO, NJ			Cata	alog No	Size / Packaging	Unit Price	Ouantity	Ext. Price	
Accounting Dist	NTIFIC , SWEDESBORO, NJ ription x? Sterile Standard	08085 US	e info	Cata 4-41	alog No .0	Size / Packaging 10/PK	Unit Price 14.20	Quantity 10 PK	Ext. Price 142.00 USD	
more info HOP THOMAS SCIE 54 HIGH HILL ROAD Product Desc Integra? Milte Accounting Dist	NTIFIC , SWEDESBORO, NJ ription x? Sterile Standarc ribution	08085 US	e info Fund		-			• •		
more info HOP THOMAS SCIE 54 HIGH HILL ROAD Product Desc Integra? Milte Accounting Dist Values have b Acct Dist	NTIFIC , SWEDESBORO, NJ ription x? Sterile Standard ribution sen overridden for t BU 01 University	08085 US		4-41	.0	10/PK	14.20	10 PK	142.00 USD	
more info HOP THOMAS SCIE 54 HIGH HILL ROAD Product Desc Integra? Milte Accounting Dist Qualues have be Acct Dist Shortcut 05800 BIOMEDICAL	NTIFIC , SWEDESBORO, NJ ription x? Sterile Standard ribution sen overridden for t BU 01 University Campus	08085 US	Fund 1001 INSTRUCTION	4-41 Activity 05800 BIOMEDICAL	<b>0</b> Project	10/PK Account 62500	14.20 A/U 1	10 PK	142.00 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.

Product Descript	ion			Cat	alog No	Size / Packaging	Unit Price	Quantity	
Accounting Distrib	Miltex? Sterile Standard Scalpels imore info g Distribution have been overridden for this line					10/PK	14.20	10 PK	142.00 USI
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		62500 OFFICE SUPPLIES	1 Allowab	le	
Puritan? Cotton-1 Accounting Distributer Values have been	ution	<b>n-Shaft Sterile App</b>	licators 🖹 🛛 more	e info 25-8	306 10WC	200/PK	14.74	10 PK	147.40 USD
Acct Dist	BU	Org	Fund	Activity	Project	Account	A/U		edit