

# Accounting Distribution Best Practice for Payment outcomes and availability for Change Request

Accounting Distribution at the Header **learning example**

Then as the Accounting Distribution exports to Peoplesoft the funding stated at the Header is **split by percentage across all PO lines.**

When the Accounting Distribution is added at the Header level in UShop it appears to split as desired.

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Accounting Distribution								Amount of Price
Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	
21821	01	00377	7100	21821	no value	62500	1	\$340.00
UNIVERSITY FACILITY RENEWAL & BLOCK U R&R OFFICE SUPPLIES ALLOWABLE								
05630	01	00173	1001	05630	no value	62500	1	\$705.00
UNIVERSITY CONTINUING INSTRUCTION AND ACADEMIC PROGRAMS CREDIT-B OFFICE SUPPLIES ALLOWABLE								
05959	01	00777	2107	05959	no value	62500	1	\$1,500.00
UNIVERSITY UNIV PRINT & PUBLICATIONS & UNIVERSITY PRINTING SERVICES OFFICE SUPPLIES ALLOWABLE								

**3 Lines**

Status	Product Description	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	Line 1		1/EA	100.00	Qty: 11 EA	1,100.00
2 ✓	Line 2		1/EA	22.00	Qty: 20 EA	440.00
3 ✓	Line 3		1/EA	335.00	Qty: 3 EA	1,005.00

PO Line:	1	Quantity:	11.00	UOM:	EA	Unit Amt:	\$100.00	Ext Amt:	\$1,100.00
Item Description:		Line 1							
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
1	01	00377	7100	21821		62500	1		\$146.95
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
2	01	00173	1001	05630		62500	1		\$304.71
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
3	01	00777	2107	05959		62500	1		\$648.34
PO Line:	2	Quantity:	20.00	UOM:	EA	Unit Amt:	\$22.00	Ext Amt:	\$440.00
Item Description:		Line 2							
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
1	01	00377	7100	21821		62500	1		\$58.78
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
2	01	00173	1001	05630		62500	1		\$121.88
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
3	01	00777	2107	05959		62500	1		\$259.34
PO Line:	3	Quantity:	3.00	UOM:	EA	Unit Amt:	\$335.00	Ext Amt:	\$1,005.00
Item Description:		Line 3							
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
1	01	00377	7100	21821		62500	1		\$134.27
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
2	01	00173	1001	05630		62500	1		\$278.41
Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Fiscal Yr	Distribution Amt
3	01	00777	2107	05959		62500	1		\$592.32

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# Accounting Distribution Best Practice for Payment outcomes and availability for Change Request

## Accounting Distribution at the Line Level—Best Practice

When the Accounting Distribution is added at the **Line level** in UShop it displays the split as desired.

Then as the Accounting Distribution exports to Peoplesoft the funding **remains precisely as entered at the individual PO line**. This is how the invoice will be paid when presented to Accounts Payable.

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2 Lines

Status	Product Description	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	PO Line 1		1/EA	100.00	Qty: 11 EA	1,100.00

ITEM DETAILS

ACCOUNTING DISTRIBUTION Values have been overridden for this line

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	Amount of Price
21821	01	00377	7100	21821	no value	62500	1	\$100.00
05630	01	00173	1001	05630	no value	62500	1	\$400.00
05959	01	00777	2107	05959	no value	62500	1	\$600.00

  

Status	Product Description	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	PO Line 2		1/EA	22.00	Qty: 20 EA	440.00

ITEM DETAILS

ACCOUNTING DISTRIBUTION Values have been overridden for this line

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	Amount of Price
21821	01	00377	7100	21821	no value	62500	1	\$40.00
05630	01	00173	1001	05630	no value	62500	1	\$100.00
05959	01	00777	2107	05959	no value	62500	1	\$300.00

PO Line:	Quantity:	UOM:	Unit Amt:	
1	11.00	EA	\$100.00	\$1,100.00

Item Description: Line 1

Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Distribution Amt
1	01	00377	7100	21821		62500	1	\$100.00
2	01	00173	1001	05630		62500	1	\$400.00
3	01	00777	2107	05959		62500	1	\$600.00

  

PO Line:	Quantity:	UOM:	Unit Amt:	
2	20.00	EA	\$22.00	\$440.00

Item Description: Line 2

Distribution	Bus-Unit	Org	Fund	Activity	Project	Account	A/U	Distribution Amt
1	01	00377	7100	21821		62500	1	\$40.00
2	01	00173	1001	05630		62500	1	\$100.00
3	01	00777	2107	05959		62500	1	\$300.00

