

Accounting Distribution

How to Add and Split

NOTE: **Smart Text must be clicked** to move between fields and have the chartfield validate/save

Requisition : 3244215

Summary PO Preview Comments Attachments History

General Information Ship To / Billing Options Notes/Attachments & Add'l Approvals

Accounting Distribution

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
05858 PURCHASING	01 UNIVERSITY CAMPUS	00366 PURCHASING - CAMPUS	1001 INSTRUCTION AND SUPPORT	05858 PURCHASING	no value	62500 OFFICE SUPPLIES	1 ALLOWABLE

66 Items

A LOT OF FUN STUFF · 66 Items · 15,400.00 USD

SUPPLIER DETAILS

Contract	PO Number	To Be Assigned
no value		

Product Description	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 TEST LINE 1		EA	100.00	Qty: 11 EA	1,100.00
2 TEST LINE 2		EA	200.00	Qty: 22 EA	4,400.00
3 TEST LINE 3		EA	300.00	Qty: 33 EA	9,900.00

ITEM DETAILS

Contract	Commodity Code
no value	no value
no value	no value
no value	no value

Key

	Click on the Pencil to Edit	
	Click on Plus Sign to Add	
	Click on Check Mark to Validate	
	Click on Heart to access saved favorites	
	Click Dots at the Line Level	
Note: Collapsible and Un-Collapsible Sections		

Header Accounting Distribution (Chartfield):

- To Edit the Chartfield click on the **Pencil Icon**
- Add Chartfield (make sure to click on the smart text)
- Hover the mouse in the Accounting Distribution Fields to bring up the options to Add **+** a split
- Click Save

Edit Accounting Distribution

Accounting Distribution

Acct Dist Shortcut *	BU	Org	Fund	Activity	Project	Account *	A/U
05858	01	00366	1001	05858	No Value	62500	

* Required fields

Save Changes Close

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ITEM DETAILS					
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3 TEST LINE 3		EA	300.00	Qty: 33 EA	9,900.00
ITEM DETAILS					
Contract:	no value	Commodity Code	no value		

Key		
	Click on the Pencil to Edit	
	Click on Plus Sign to Add	
	Click on Check Mark to Validate	
Drop down	Click on Heart to access saved favorites	
	Click Dots at the Line Level	
Note: Collapsible and Un-Collapsible Sections		

Accounting Distribution (Chartfield): at the **Line Level**:

- To Edit the Chartfield at the Line Level Click on the **3 Dots** next to the line which needs to be edited
- This Box Will Appear which says Override Accounting Distribution
- Click on the words Accounting Distribution
- Add Chartfield (make sure to click on the smart text)
- However the mouse in the Accounting Distribution Fields to bring up the options to Add **+** a split
- Click Save

Override

Accounting Distribution

Edit Accounting Distribution

Accounting Distribution

Acct Dist Shortcut *	BU	Org	Fund	Activity	Project	Account *	A/U
05858	01	00366	1001	05858	No Value	62500	1

Required fields

Save Changes Close