

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 Previe	w Comments Att	achments History						
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General Information			To / Billing Options		Notes/	Attachments & Add'l A	Approvals	Ø >
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SUPPLIER DETAILS	•							
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edit	Click on the Pencil to Edit	1
add split	Click on Plus Sign to Add	+
recalculate / validate	Click on Check Mark to Validate	4
Drop down	Click on Heart to access saved favorites	\$
edit add split	Click Dots at the Line Level	
Note: Colla	osible 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 Dis	stribution											×
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Accounting Distribution How to Add and Split

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add split	Click on Plus Sign to Add	+
recalculate / validate	Click on Check Mark to Validate	*
Drop down	Click on Heart to access saved favorites	ŧ
edit add split	Click Dots at the Line Level	
Note: Colla	osible 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)

Accounting Distribution

- However the mouse in the Accounting Distribution Fields to bring up the options to Add + a split
- Click Save

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