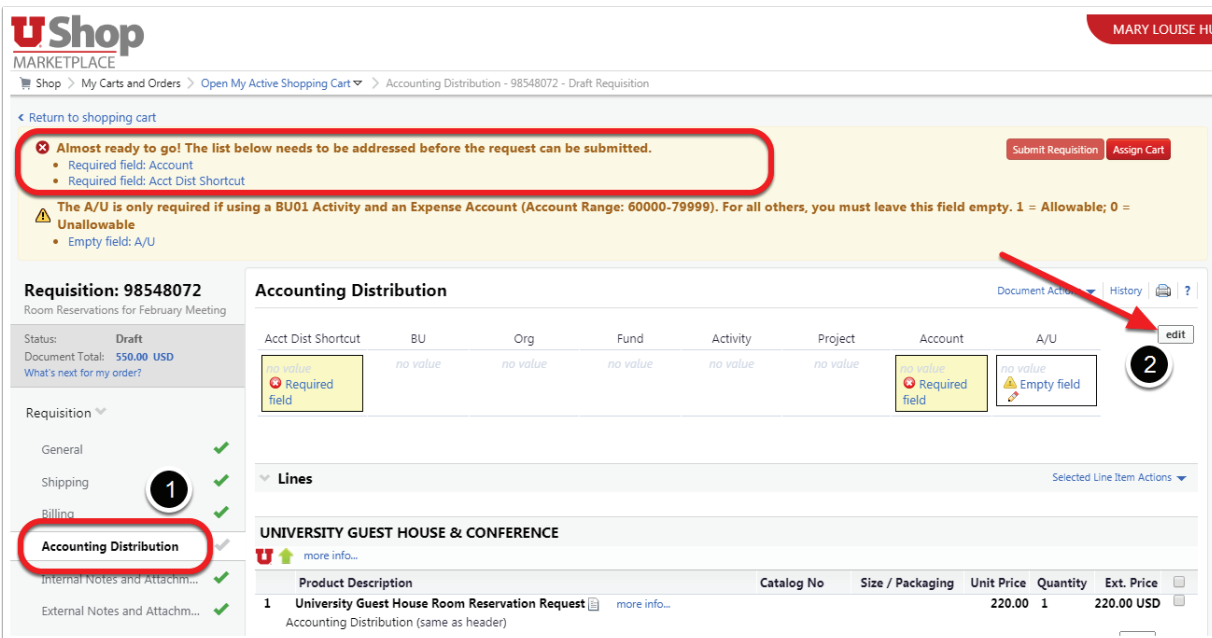


NOTE: The Accounting Distribution may be split at either the Header level for the entire order, or by each PO line item.

I. Accounting Distribution at the Header Level

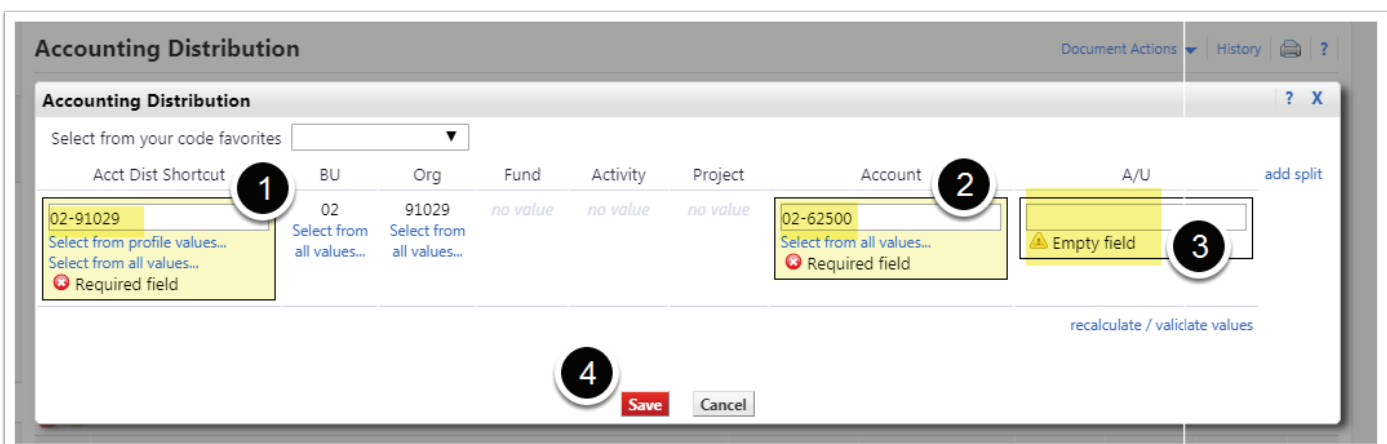
Accounting Distribution(s) at the Header level will apply to the entire PO. The Checkout page outlines the steps to take before the cart can be submitted into requisition workflow. A yellow banner at the top of the page provides specific instructions about what needs to be done. In the example below, the Accounting Distribution must be completed.

1. Select the Accounting Distribution tab.
2. Click the edit button.



Three editable fields will be displayed:

1. Acct Dist Shortcut. This is the numerals 02-XXXXX (Org ID). This shortcut will populate the rest of the Accounting string after you click on recalculate or Save.
2. Account. Type the numerals 02-XXXXX (Account Code)
3. A/U. This refers to Allowable/Unallowable funds for BU01 expences. For BU02 orders (Hospitals and Clinics) ALWAYS LEAVE THIS FIELD EMPTY. The system will give you an "Empty Field" warning, but this will not prevent you from submitting your order.
4. Click the Save button.



II. Accounting Distribution Split at Header level

To split the Accounting Distribution for the entire PO at the Header level, click the edit button.

The screenshot shows the 'Accounting Distribution' window. At the top right, there are buttons for 'Document Actions', 'History', and a help icon. Below these is a table with columns: 'Acct Dist Shortcut', 'BU', 'Org', 'Fund', 'Activity', 'Project', 'Account', and 'A/U'. The first row contains data: '02-91029', '02', '91029', 'no value', 'no value', 'no value', '02-62500', and 'no value'. Below the table, there is a yellow 'edit' button. A red arrow points from the 'edit' button to the 'A/U' field.

Click the add split link that appears.

The screenshot shows the 'Accounting Distribution' window after clicking the 'edit' button. The 'A/U' field now has a yellow 'add split' button. A red arrow points from the 'add split' button to the 'A/U' field. The table below the header shows the same data as before, but with a new row added: '02-91029', '02', '91029', 'no value', 'no value', 'no value', '02-62500', and 'no value'. Below the table, there is a 'recalculate / validate values' link and 'Save' and 'Cancel' buttons.

1. The system copies the existing Accounting Distribution to a new line. Edit the new Acct Dist Shortcut and Account fields as needed, to provide a different Accounting Distribution.
2. The A/U fields remain empty.
3. Click to open the dropdown to select type of split.
4. The split types include %Price; % Quantity; Amount of Price.
5. After selecting the split type, fill in the % or \$ amount for each Accounting Distribution line.
6. Click Save

The screenshot shows the 'Accounting Distribution' window with numbered steps 1 through 6. Step 1 points to the 'Acct Dist Shortcut' field. Step 2 points to the 'Account' field. Step 3 points to the 'A/U' field. Step 4 points to the dropdown menu for split types. Step 5 points to the '0' field next to the split type. Step 6 points to the 'Save' button. The dropdown menu shows options: '% of Price', '% of Price', '% of Qty', and 'Amount of Price'. The 'Split Total' is 0%.

III. Accounting Distribution Split at PO Line Level

1. Click the edit button on the right side of the PO Line you want to address.

Requisition: 98548072
Room Reservations for February Meeting

Status: **Draft**
Document Total: **550.00 USD**
[What's next for my order?](#)

Requisition ▾

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Distribution ✓**
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Additional Approvals ✓
- Supplier Information ✓
- Final Review ✓

PR Approvals

Comments

Attachment Overview **5**

PO Preview

Accounting Distribution

Document Actions ▾ History ⓘ ?

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	
02-91029 UUH IPC 23A NBICU	02 University Hospital & Clinics	91029 UUH IPC 23A NBICU	no value	no value	no value	02-62500 SUPPLIES:OFFICE		<div>no value Empty field</div>

Lines

Selected Line Item Actions ▾

UNIVERSITY GUEST HOUSE & CONFERENCE
 [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 University Guest House Room Reservation Request more info... Accounting Distribution (same as header)			220.00	1	220.00 USD	<input type="checkbox"/>
						<div>edit</div>
2 University Guest House Room Reservation Request more info... Accounting Distribution (same as header)			110.00	1	110.00 USD	<input type="checkbox"/>
						<div>edit</div>
3 University Guest House Room Reservation Request more info... Accounting Distribution (same as header)			110.00	1	110.00 USD	<input type="checkbox"/>
						<div>edit</div>
4 University Guest House Room Reservation Request more info... Accounting Distribution (same as header)			110.00	1	110.00 USD	<input type="checkbox"/>
						<div>edit</div>
Supplier subtotal					550.00 USD	

This will bring up editable accounting distribution fields for that line only.

Once again, you will see the option to add split in the upper right corner.

Click on add split and repeat the steps in section II, above, for each PO Line as needed.

Accounting Distribution ⓘ X

Select from your code favorites ▾

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	
02-91029 Select from profile values... Select from all values...	02 Select from all values...	91029 Select from all values...	no value	no value	no value	02-62500 Select from all values...		<div>add split</div>

recalculate / validate values

Save

Cancel

IV. If an Accounting Distribution is added at the

Header level, it will apply to all lines that are not specifically edited. A message at each line will indicate whether:

- 1. The Accounting Distribution is unique, or
- 2. The Accounting Distribution is the same as the Header.

Accounting Distribution

Document Actions | History | ?

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	
02-91029 UUH IPC 23A NBICU	02 University Hospital & Clinics	91029 UUH IPC 23A NBICU	no value	no value	no value	02-62500 SUPPLIES:OFFICE	no value Empty field	edit

copy to other lines

Accounting Distribution values vary by line

Lines

Selected Line Item Actions

UNIVERSITY GUEST HOUSE & CONFERENCE

more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 University Guest House Room Reservation Request			220.00	1	220.00 USD	

Accounting Distribution

values have been overridden for this line

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U	% of Price	
02-91029 UUH IPC 23A NBICU	02 University Hospital & Clinics	91029 UUH IPC 23A NBICU	no value	no value	no value	02-62500 SUPPLIES:OFFICE	no value Empty field	50%	
02-91499 UUH ENT 33A MINERS HOSP	02 University Hospital & Clinics	91499 UUH ENT 33A MINERS HOSP	no value	no value	no value	02-62500 SUPPLIES:OFFICE	no value Empty field	50%	

copy to other lines

2 University Guest House Room Reservation Request

Accounting Distribution (same as header)

3 University Guest House Room Reservation Request

Accounting Distribution (same as header)