

How to Change Chartfield Distributions on eProcurement Requisitions Updated March 2007

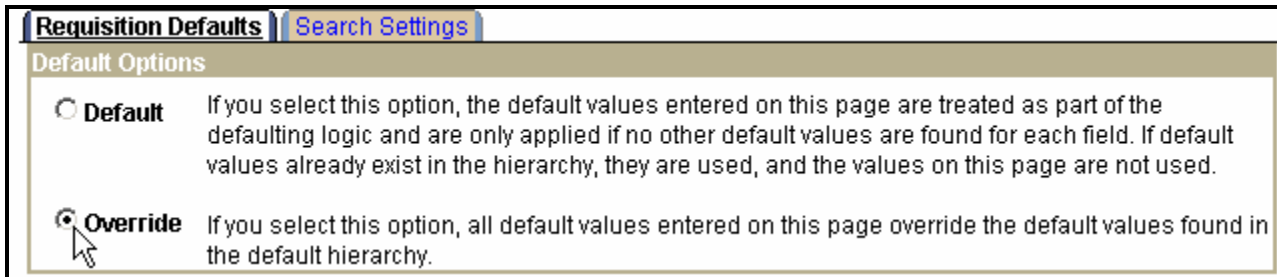
Each end-user is set-up with a default chartfield string which automatically populates on the end-user's requisition. The end-user is responsible for updating the chartfield string on their requisition as appropriate. The easiest and best way to change the chartfield string for all items on the requisition is to update the funding on the Settings page prior to adding line items to the requisition. However, if various funding will be used for various line items on the requisition, each line item distribution line will need to be updated by the end-user.

How to Update the Funding for ALL Line Items on the Requisition:

Pathway: eProcurement > Create Requisition > Settings



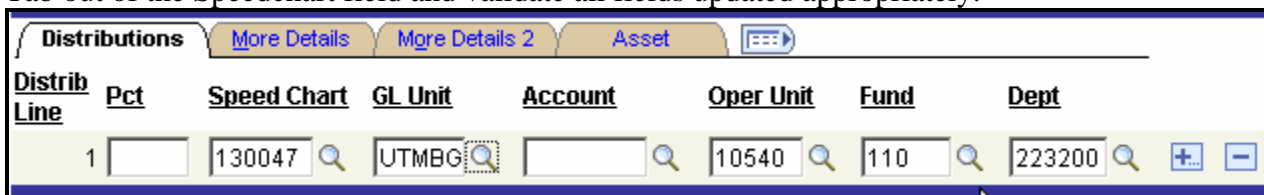
Click the **Override** radio button.



Under **Distribution Defaults**, enter the appropriate speedchart or use the look-up icon to select the appropriate speedchart. Note – The speedchart is a shortcut for populating the individual fields. Instead of using the speedchart option, each individual chart field (Operating Unit, Fund, Department, Project, etc.) could be manually entered.



Tab out of the Speedchart field and validate all fields updated appropriately.



Click the **OK** button to save and apply changes to all line items on the requisition.

How to Update the Funding for ONE Line Item on the Requisition:

Pathway: eProcurement > Create Requisition > Find Items > Add Line Item to Req > Review and Submit

Click the **Split Shipping and Accounting** (truck) icon next to the appropriate line item to be updated.

Requisition Summary		View All		First	1-2 of 2	Last
	Description	*Qty	Unit	Price	Total	
<input type="checkbox"/>	1 Book	50.0000	EACH	10.000	500.00	
<input type="checkbox"/>	2 Book Cover	50.0000	EACH	1.000	50.00	

Click the **Cost Distribution Info** icon.

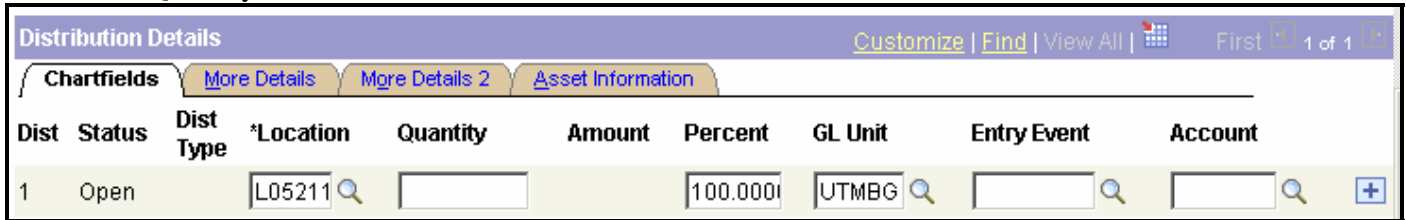
Shipping Information							
*Ship To Location	Freight Terms Code	Attention	Quantity	Due Date	Status	Total	
UTMBR	PPA	McLaren, Brenda K.	50.0000		Active	500.00	

Important: If a speedchart will be used to update the funding, take note of the **Quantity and Account** code **prior** to entering/selecting the appropriate **Speedchart**.

Due Date:	Speedchart	130081	Open Quantity:	50.0000
			Total:	500.00 USD

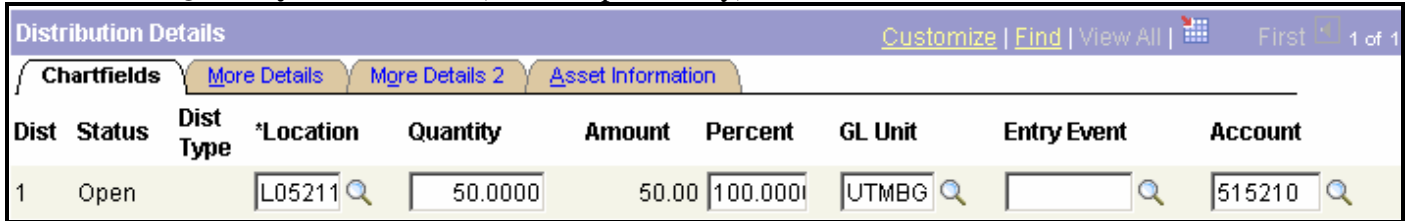
Distribution Details		View All		First	1 of 1	Last			
Dist	Status	Dist Type	*Location	Quantity	Amount	Percent	GL Unit	Entry Event	Account
1	Open		L05211	50.0000	500.00	100.0000	UTMBG		515210

Notice the Quantity and Account field are now blank.



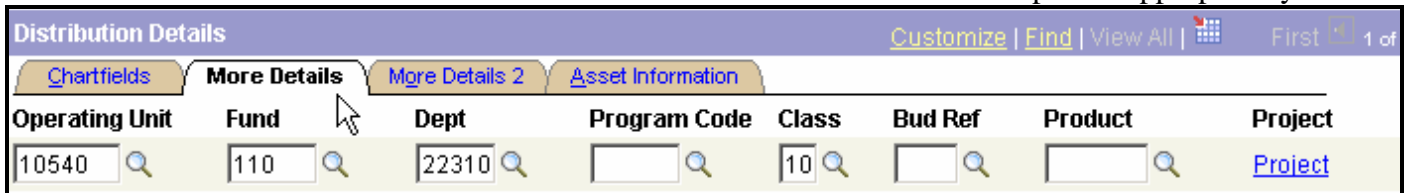
Dist	Status	Dist Type	*Location	Quantity	Amount	Percent	GL Unit	Entry Event	Account
1	Open		L05211			100.0000	UTMBG		

Re-enter the **Quantity** and **Account** (as noted previously).



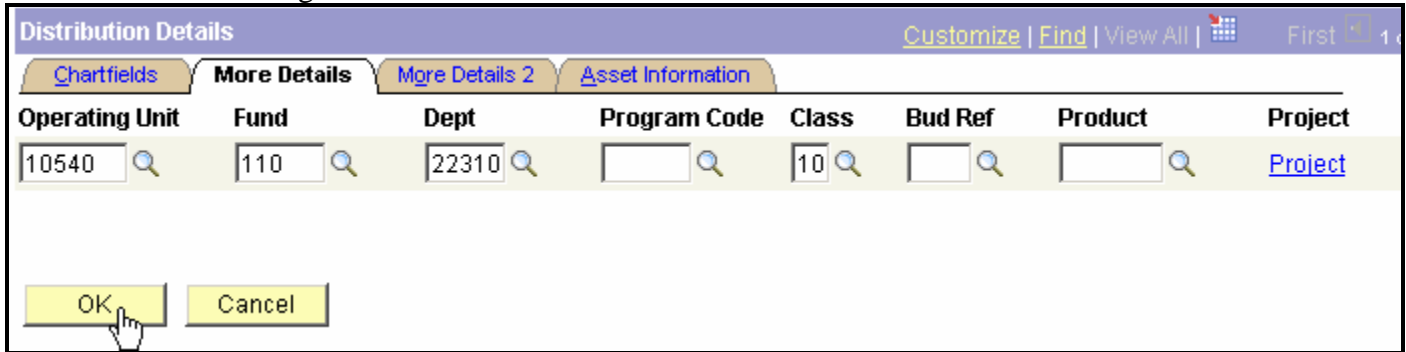
Dist	Status	Dist Type	*Location	Quantity	Amount	Percent	GL Unit	Entry Event	Account
1	Open		L05211	50.0000	50.00	100.0000	UTMBG		515210

Click on the **More Details** tab to validate the individual chart fields have been updated appropriately.



Operating Unit	Fund	Dept	Program Code	Class	Bud Ref	Product	Project
10540	110	22310		10			Project

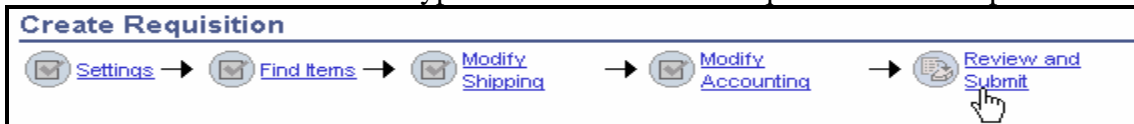
Click **OK** to save changes.



Operating Unit	Fund	Dept	Program Code	Class	Bud Ref	Product	Project
10540	110	22310		10			Project

OK Cancel

Click the **Review and Submit** hyperlink to continue the requisition creation process.



How to Add More Distribution Lines (Split Funding):

Pathway: eProcurement > Create Requisition > Find Items > Add Line Item to Req > Review and Submit



Click the **Split Shipping and Accounting** (truck) icon next to the appropriate line item to be updated.

Requisition Summary View All First 1-2 of 2 Last

	Description	*Qty	Unit	Price	Total			
<input type="checkbox"/>	1 Books	50.0000	EACH	10.0000	500.00			
<input type="checkbox"/>	2 Book covers	50.0000	EACH	1.0000	50.00			

Click the **Cost Distribution Info** icon.

Shipping Information

*Ship To Location	Freight Terms Code	Attention	Quantity	Due Date	Status	Total				
UTMBR	PPA	McLaren, Brenda K.	50.0000		Active	50.00				

Click the **Plus Sign** icon to add an additional distribution line.

Fields More Details More Details 2 Asset Information

Status	Dist Type	*Location	Quantity	Amount	Percent	GL Unit	Entry Event	Account		
Open		L05211	50.0000	50.00	100.0000	UTMBG		515210		

Enter the appropriate **Quantities** to be funded by each chartfield string.

Chartfields More Details More Details 2 Asset Information

Dist	Status	Dist Type	*Location	Quantity	Amount
1	Open		L05211	30.0000	30.00
2	Open		L05211	20.0000	20.00

Click the **More Details** tab.

Chartfields More Details More Details 2 Asset Information

Dist	Status	Dist Type	*Location	Quantity	Amount	Percent	GL Unit	Entry Event	Account
1	Open		L05211	30.0000	30.00	60.0000	UTMBG		515210
2	Open		L05211	20.0000	20.00	40.0000	UTMBG		515210

Notice currently both distribution lines are the same:

Chartfields								More Details	More Details 2	Asset Information
Operating Unit	Fund	Dept	Program Code	Class	Bud Ref	Product	Project			
14062	310	22490		14			Project			
14062	310	22490		14			Project			

Enter the appropriate individual chartfields (Operating Unit, Fund, Department, Class, Project, etc.)

Chartfields								More Details	More Details 2	Asset Information
Operating Unit	Fund	Dept	Program Code	Class	Bud Ref	Product	Project			
14062	310	22490		14			Project			
10540	110	23200		46			Project			

Note: When doing split funding on a “blanket” order, enter the appropriate funding/distribution lines prior to changing the “Distribute by” field.

Click OK to save changes.

Customize | Find | View All | First

Chartfields								More Details	More Details 2	Asset Information
Operating Unit	Fund	Dept	Program Code	Class	Bud Ref	Product	Project			
14062	310	22490		14			Project			
10540	110	23200		46			Project			

Click the **Review and Submit** hyperlink to continue the requisition creation process.

