

## Adding Distribution Lines to a Requisition

The charge for an item on a requisition may need to be split between multiple departments, funds, etc. This can be done by adding multiple accounting lines to an item line on the Review and Submit page of a requisition.

### Review and Submit:

- eProcurement > Create Requisition (Review and Submit)

**Triangle:** Expands the Line section

**SpeedChart:** Select a SpeedChart to change the accounting distribution. If the accounting distribution needs to be changed for the first line, do so before adding a second line. The accounting distribution for each additional line will come from the Requester's defaults. It is not possible to use the SpeedChart on additional distributions on one line, this will delete the additional line.

**“+” or “-”:** Choose to add or remove an accounting distribution line

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Toner cartridges	Central Arizona Supply Inc	1.0000	Each	25.00000	25.00

  

Line	Status	Dist Type	*Location	Percent	Merchandise Amt	GL Unit
1	Open		K12	50.0000	12.50	NAUBU
2	Open		K12	50.0000	12.50	NAUBU

**Percent:** Change the percentage of the distribution line.

**Quantity (for Quantity based):** This will be changed by tabbing out of the Percent Field after correct percentage is entered.

**Create Requisition**

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: NAUBU Northern Arizona University | Origin: DPT Department Purchasing  
 Requester: vill49 Lombardi, Valerie | \*Currency: USD  
 Requisition Name: Office Supplies | Priority: Medium  
 Card Number: | Expiration Date: |  Use Procurement Card

Fund	Dept	Account	Program	PC Bus Unit	Project	Activity	SubDept	Affiliate	Fund Affiliate
1100	2500030	730100	C001						
1100	3500010	730100	F002						

**Comments**

Send to Vendor |  Show at Receipt |  Shown at Voucher |  Approval Justification | [More Comments](#)

Check Budget

Save & submit | Save & preview approvals | Cancel requisition | Find more items

**Fund, Dept, Program, Project:** Select the appropriate chartfield value.

Budget Check

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: NAUBU Northern Arizona University      Origin: DPT Department Purchasing  
 Requester: vll49 Lombardi, Valerie      \*Currency: USD  
 Requisition Name: Office Supplies      Priority: Medium  
 Card Number:      Expiration Date:       Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Toner cartridges	Central Arizona Supply Inc	1.0000	Each	25.00000	25.00
Total Amount:						25.00 USD
Pre-Encumbrance Balance:						25.00 USD

Comments

Send to Vendor     Show at Receipt     Shown at Voucher     Approval Justification    [More Comments](#)

Check Budget      Budget Checking Status: **Valid**

**Save & submit**    Save & preview approvals    Cancel Changes    [Find more items](#)

Save & Submit

**Confirmation** Documentation

Requested For:	Lombardi, Valerie	Number of Lines:	1
Requisition Name:	Office Supplies	Total Amount:	25.00 USD
Requisition ID:	1000071662	Pre-Encumbrance Balance:	25.00 USD
Business Unit:	NAUBU		
Status:	Pending		
Priority:	Medium		
Budget Status:	<a href="#">Valid</a>		

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**Initial Fiscal Approval**

**Line 1: Pending** [View/Hide Comments](#)

Toner cartridges

**Department Approval**

**Pending**

[Multiple Approvers](#)  
Department Approver

**Comment History**

**Change Request/Line Approval Summary** Personalize | View All | 1 of 1

Line	Item Description	Change Request	Line Re-Approval
1	Toner cartridges		Routed for Approval

Submit    Edit Requisition    Apply Approval Changes    Check Budget

[View printable version](#)    [Manage Requisitions](#)    [Create New Requisition](#)  
[Approval History](#)