

## 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)

Create Requisition								
🔒 <u>1. D</u>	1. Define Requisition 2. Add Items and Services 3. Review and Submit							
Review the d	letails of your re	quisition, make	any necessary changes, an	d submit it for approva	l.			
Business U	nit:	NAUBU	Northern Arizona Universit,	l ombardi Valoria		Origin:	DPT Q Departme	ent Purcha
Requisition	Name:	Office Supplie	26			*Currency:	USD .	
Card Numbe	er:		•	Expiration Date:		Use Procu	irement Card	
Requisition	Lines 😰							
Line	Description		Vendor Name	Quantity	UOM	Price	Total	
⊽ 🔲 1	Toner cartride	es	Central Arizona Supp	oly 1.0000	Each	25.00000	25.00	
	Consolida	ate with other F	Inc Regis 🗹 Amt Only 🛛 Ove	rride Suggested Ven	lor			
Shipping	ine.	Due Da	te'	Ittl Quantity:	1 0000	Price:	25 00000	
Status:	Active	*Ship To	WHSE-COC		1.0000	111001	25.00000	
Attention	To: E	Bidg 1, Room 1	01A	Add Shipto Cor	<u>mments</u>			
*Distribute	By:	mt w	SpeedChart:	2500020511	*Liquidate	by Amt		
Distribute	<b>.</b>	ant •	operational	2500030F11				
Account	ing Lines				Personalize   Find	View All	t 🗳 1 of 1 본 Last	
Chartfield	s1 C <u>h</u> artfield:	s2 <u>D</u> etails	Details 2 Asset Informati	on Asset Information	2 Budget Inform	nation		
Line	Status	Dist Type	*Location	Percent	Merchar	idise Amt GL Unit		
1	Open		K12	۹ 100.0000		25.00 NAUBU	Q E E	
Select All / Deselect All Z5.00 USD								
🚽 Թ Add to Favorites 🕒 Add to Template(s) 📑 Modify Line / Shipping / Accounting 🗐 Delete								
Comments 👔								
Send to V	endor	Sho	wat Receipt 🛛 Sh	own at Voucher	Арр	roval Justification	More Co	mments
01 0	beck Budget							
Save & submit Save & preview approvals Cancel requisition Find more items								

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

NAU NORTHERN ARIZONA

Associate Vice President and Comptroller's Office

Line       Description       Vendor Name       Quantity       UOM       Price       Total         1       Toner cartrides       Central Arizona Supply Inc       1.0000       Each       25.00000       25.00       2	Requisition Lines 👩							
1       Toner catrides       Central Arizona Supply       1.0000       Each       25.00000       25.00         Consolidate with other Regs A Ant Only Override Suggested Vendor       Consolidate with other Regs Ant Only Override Suggested Vendor       1.0000       Price:       25.00000       25.00000         Shipping Line:       1       Due Date:       Image: Consolidate with other Regs Ant Only Override Suggested Vendor       1.0000       Price:       25.00000       25.00000       Image: Consolidate Vendor	Line Description	Vendor Name	<u>Quantity</u> <u>UO</u>	M <u>Price</u>	<u>Total</u>			
Shipping Line:       1       Due Date:       iii Quantity:       1.0000       Price:       25.00000         Status:       Active       *Ship To:       WHSE-COC       Add Shipto Comments         *Distribute By:       Amt       *SpeedChart:       2500030F11       *Liquidate by       Amt       *         Accounting Lines       Personalze [Find] View All [I]       #Erst 1.2 of 2 List         Chartfields2       Details       Details 2       Asset Information 2       Budget Information       Image: Personalze [Find] View All [I]       #Erst 1.2 of 2 List         Line       Status       Dist Type       Location       Percent       Merchandise Amt GL Unit       Image: Percent for the status       Percent for the status       Source of the status       Dist Type       Location       1.2 fo NAUBU       Image: Percent for the status       Source of the status	1 <u>Toner cartride</u>	Central Arizona Supp Inc	ly 1.0000 Each	25.00000	25.00			
Attention To:       Bidg 1, Room 101A       Add Shipto Comments         *Distribute By:       Amt       SpeedChart:       2500030F11       *Liquidate by       Amt       Image: Comments         Accounting Lines       Personatice [Find] View All [Image: Comments]       First I 1-2 of 2 Last         Chartfields1       Chartfields2       Details 2       Asset Information 2       Budget Information 1       First I 1-2 of 2 Last         Line       Status       Dist Type       Location       Percent       Merchandise Amt GL Unit       Image: Comments         1       Open       K12       50.0000       12.50       NAUBU       Image: Comments         2       Open       K12       50.0000       12.50       NAUBU       Image: Comments	Shipping Line: 1 Status: Active	Due Date: *Ship To: WHSE-COC	Quantity:	1.0000 Price:	25.00000			
*Distribute By: Amt  SpeedChart: 2500030F11  'Liquidate by Amt  Amt  Amt  Accounting Lines Personatice [Find] \tex All [ ] Find [ 1 2 0 2 ] Last Chartfields2 Details Details 2 Asset Information 2 Budget Information Chartfields2 Details Details 2 Asset Information 2 Budget Information Chartfields2 Details Details 2 Asset Information 2 Budget Information Find Status Dist Type Location Fercent Account of the transmitter of the tra	Attention To:	3ldg 1, Room 101A	Add Shipto Comments					
Line     Status     Dist Type     Location     Percent     Merchandise Amt     GL Unit       1     Open     K12     50.0000     12.50     NAUBU     Image: Comparison of the second seco	*Distribute By: Amt   SpeedChart: 2500030F11   *Liquidate by Amt  Amt  Accounting Lines  Personalize   Find   View Al   B   H First K 1-2 of 2  Last  Chartfields2 Details Details Asset Information Asset Information T Budget Information							
1         Open         K12         50.0000         12.50         NAUBU         Image: Constraint of the second sec	Line Status	Dist Type *Location	Percent	Merchandise Amt GL Unit				
2         Open         K12         Q         50.0000         12.50         NAUBU         Q         Image: Comparison of the second	1 Open	K12 C	2 50.0000	12.50 NAUBU	Q + -			
Select All / Deselect All 25.00 USD	2 Open	К12 С	2 50.0000	12.50 NAUBU	Q 🛨 🖃			

**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 Q Department Purchasing						
Requester: vil49 Lombardi,Valerie *Currency:	USD						
Requisition Name: Office Supplies Priority:	Medium V						
Card Number: Use Procureme	ent Card						
Line Description Vendor Name Quantity UOM Price	Total						
	25.00						
Consolidate with other Reqs @ Amt Only @ Override Suggested Vendor							
Shipping Line: 1 Due Date: 1.0000 Price: 2	25.00000						
Attention To: Bidg 1, Room 101A							
*Distribute Day							
*Distribute By: Amt v SpeedChart: 2500030F11 Q *Liquidate by Amt v							
Accounting Lines	1-2 of 2 D Lest						
Accounting Lines           Personalize   Find   View All   P   # First           Chartfields1         Chartfields2         Details         Details 2         Asset Information         Asset Information	Last						
Accounting Lines     Personalice   Find   View All [A]   # First       Chartfields1     Chartfields2     Details     Details 2     Asset Information     Asset Information     Time       Fund     Dept     Account     Program     PC Bus Unit     Project     Activity     SubDept     Affiliate	Fund Affiliate						
Accounting Lines     Personalice   Find   View All [A]   # First       Chartfields1     Chartfields2     Details 2     Asset Information     Asset Information       Fund     Dept     Account     Program     PC Bus Unit     Project     Activity     SubDept     Affiliate       1100     2500030     730100     Q     Q     Q     Q     Q	El 1-2 of 2 D Las Fund Affiliate						
Accounting Lines       Personalize   Find   View AI   III   III   III   IIII   IIII   IIIIII	Fund Affiliate						
Accounting Lines  Personatice   Find   View AI   III   IIII   IIII   IIII   IIII   IIII   IIII   IIIII   IIIIII	Fund Affiliate						
Accounting Lines  Personatice   Find   View All   I   I   I   I   I   I   I   I   I	Fund Affiliate						
Accounting Lines  Personatice   Find   Vew All   #   # Find  Chartfields1 Chartfields2 Details	Fund Affiliate						
Accounting Lines  Personatice   Find   Vew All   #   # Find  Chartfields1 Chartfields2 Details	Fund Affiliate						
Accounting Lines  Personatice   Find   Vew All   # Find  Chartfields  Chartfields  Chartfields  Dept  Account  Program  PC Bus Unit  Project  Activity  SubDept  Affiliate  I100  Select All  Dest  Add to Favorites  Add to Template(s)  Modify Line / Shipping / Accounting  Comments	Fund Affiliate						
Accounting Lines  Personatice   Find   Vew All   I   I   Find   Vew All   I   I   I   I   I   I   I   I   I	Fund Affiliate						
Accounting Lines       Personatice   Find   Vew All   I   I   First         Chartfields1       Chartfields2       Details       Details<	Fund Affiliate Q Q 25.00 USD Delete						
Accounting Lines       Personation   Find   View All   I   First         Chartfields1       Chartfields2       Details       Details <td>Fund Affiliate</td>	Fund Affiliate						

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

**Budget Check** 

COMPTROLLER'S OFFICE NAU NORTHERN ARIZONA

Associate Vice President and Comptroller's Office

1. Define Req	uisition	2. Add Items a	nd Services		3. Review and Sub	mit	
Review the details of your requisition, make any necessary changes, and submit it for approval.							
Business Unit: Requester: Requisition Name: Card Number:	NAUBU No vil49 Office Supplies	orthern Arizona University	Lombardi,Valerie Expiration Date:		Origin: *Currency: Priority: Use Procur	DPT Q Departmen USD Medium • ement Card	nt Purchasing
Requisition Lines 👔							
Line Descript	ion	Vendor Name	Quantity	UOM	Price	Total	
▶ 🔲 1 <u>Toner ca</u>	rtrides	Central Arizona Supply Inc	1.0000	Each	25.00000	25.00	
Select All / Desel	ect All			Pre-Encumbr	Total Amount: ance Balance:	25.00 USD 25.00 USD	
🖵 📴 🕹 Add to F	avorites 🛝	Add to Template(s)	Modify	Line / Shipping /	Accounting	Delete	
Comments 👔							
Send to Vendor	Show a	t Receipt Show	n at Voucher	🗆 App	proval Justification	More Cor	nments
Check Budget Budget Checking Status: Valid							
Save & subn	nit 🕠 Sa	ave & preview approvals	× Cancel (	Changes	Find more items		

## Save & Submit

Confirmation					Documentation			
Requested For:	ie	Number of Lines:		1				
Requisition Name:	Office Supplies	Supplies Total Am		unt:	25.00 USD			
Requisition ID:	1000071662		Pre-Encumbrance Balance:		25.00 USD			
Business Unit:	NAUBU							
Status:	Pending							
Priority:	Medium							
Budget Status:	Valid							
Initial Fiscal Approval Line 1:Pend Toner cartrides Department Approval Pending Multiple Approv Department Appr Comment Histor	ing rers over Dry	(⊜ <u>View/Hide</u>	Comments					
Change Request/Line Approval Summary     Personalize   View All   1 of 1 D								
Line Item Description		Change Request		Line Re-Approval				
1 Toner cartrides			Routed for Approval					
Submit         Edit Requisition         Apply Approval Changes         Check Budget								
VIEW printable version Manage Requisitions Create New Requisition Approval History								