## Account and Alt Code Changes Through Edit Requisitions

Should you need to go back and add to or edit the distribution lines within a requisition, please note, the system will remove the information in the **Account** and **Alt Account** fields. To avoid this, use the **Mass Change** option detailed below.

- Begin on the Edit Requisition Review and Submit screen (refer to the Editing Requisitions documentation, as needed).
- 2. Click on the gray triangle hext to **Accounting Lines** to reveal the Chartfields.

ew the item information and submit t auisition Summary	he req for approval.		A My Prefere	nces 🔯 Requisition Settin	195
Business U Reques *Currenc	hit SY769 ler E92200 y USD	Univ. of North Texas System Business Services-Gen	Requisition Name Requisition ID Priority	The Festus Gruop-Victor Aimu 000007281 [High ~] Custom Fields	vo Copy Bid Vendors Delete Bid Vend Refresh
rt Summary: Total Amount 2,100.00	USD		¢	Add More Items	Find Co. and the Collect
pand lines to review shipping and acco	unting details				First I to 1 of 1 East
lequisition Lines (2)	Itom ID	Supplier	Quantity LIOM	Price	Total Details Comments Bid Tab Delate
<sup>μ</sup> 1 gP Cognos training Shipping Line 1	*Ship To Address Attention To Due Date	BSCA 400 Q. UNT System Business Service Center Send to:invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 Business Services-Gen 03/10/2016	1.0000 Each Add Shipto Comments Add One Time Address	2100.0000 Quantity 1.0000 Price 2100.0000	2100.00 Reference Edit Reference Adjustment Proce Adjustment Pegging Inquiry Pegging Workbench Custom Fields
Select All / Deselect All	Select lines to:	Add to Favorites 🛛 🖓 Add to Tr	emplate(s) 📋 Delete	a Selected SMas Total An Pre-Encumbrance Ba	s Change hount 2,100.00 USD lance Not Available

3. Review **Chartfields 1** and **Chartfields 2** to determine if changes are needed.

Accourt	nting Line	s								Persona	alize   F	ind   \	/iew All   🗇	🖪 First	④ 1 of 1 🤅	E La	st
Chartfi	elds1	Chartfields:	2 0	etails D	ețails 2 🛛 A	sset Informatio	n As	sset Information 2	Budg	get Informatio	n [::::	•					
Line	Status	Dist T	ype	Location		Quantity		Percent	Mer	chandise Amt	GL Unit		Entry Ev	ent			
1	Open			BSCP 400	Q	1	1.0000	100.0000		2,100.00	SY769		9	Q		ŧ	-
Accounti	ng Lines											Perso	nalize   Find   V	iew All   🖉   👿	First (1) 1 of	1 @ L	ast
Chartfields	s1 Chartfie	elds2 Det	ails D	Dețails 2 As	set Information	Asset Information	n 2 <u>B</u> u	dget Information									
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site		Affiliate	Fund Affiliate			
55253	Q 7243 Q	926000 Q	200 0	830001 Q	550 0	2 9	(	9	2	Q	9	Q		9 9		+	

4. Click the box next to the appropriate Line(s).

Favorites • Main Menu • > En	nployee Self-Service + > Pro	curement + > Requisition						
ENTERPRISE INFORMATION MkI0001 on FS	TSTU (easapp12) - 03/2	5/2016 11:14:21						
Edit Requisition - Review ar	nd Submit							
Review the tern information and submit the Requisition Summary	reg for approval.		My Preferen	nces				
Business Unit	5Y769	Univ. of North Texas System	Requisition Name	The Festus Gruop-Victor Almuyo	0			
Requester "Currency	E92200 USD	Business Services-Gen	Requisition ID Priority	000007281 High V Custom Fields	Delete Bid Vendor Refresh			
Cart Summary: Total Amount 2,100.00 US Expand lines to review shipping and account	D ting details					First () 1 to	1of1 🛞 Last	
Requisition Lines (2)								
Line Description	Item ID	Supplier	Quantity UOM	Price	Total Details Comments Bid T	ab Delete		
Cognos training			1.0000 Each	2100.0000	2100.00 🐘 🖗 Edit	@ ()		
Shipping Line 1	*Ship To	BSCA 400 Q	Add Shipto Comments	Quantity 1.0000				
	Address	UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Daltas Dr., Ste. 4000 Denton, TX: 76205	Add One Time Address	Price 2100.0000	Price Adjustment Pegging Inquiry Pegging Workbench Custom Fields			
	Attention To Due Date	Business Services-Gen 03/10/2016						
		e By 🛛 City 🗸 🗸						
	Accounting Lines				21	Personalize   Find   View	ALL I Fint @ 1	of 1 Las
	Chartfields1 Chartfiel	ds2 Details Details 2 Asset	Information Asset Information	on 2 Budget Information				
	Account Alt Acet	Dept Fund Fund Fi	Inction PC Bus Unit	Project Activity	Program Purpose Site	Affiliate	Fund Affiliate	
	55253 Q 7243 Q	926000 Q 200 Q 830001 Q 5	50 9. 9	<u>a</u>	2 2 2	9	9	(+)
Select All / Deselect All	Select lines to:	Add to Favorites	emplate(s)	Selected	Change			

## 5. Click Mass Change.

INTERNATION MKI0001 on FST	STU (easapp12) - 03/2	5/2016 11:14:21									
Edit Requisition - Review and Review the item information and submit the re	d Submit of for approval.		🗡 My Prefere	nces							
Business Unit Business Unit Requester	8Y789 59200 JSD	Unix. of North Texas System Business Services-Gen	Requisition Name Requisition ID Priority	The Festus Grue 0000007281 High V Custom Fields	op-Victor Aimuyo		Copy Bid Vendor Delete Bid Vend Refresh				
Cart Summary: Total Amount 2,100.00 USD Expand lines to review shipping and accountin	g details								First 🛞 110	loft 🛞 Li	est
Line Description	Item ID	Supplier	Quantity UOM		Price	Total Deta	as Comments	Bid Tab p	Delete		
V 1 (p) Connos training Shipping Line 1	*Ship To Address Attention To Due Date	BSCA 400 Q. UNT System Business Service Canada Send to: mocces@untsystem.edu 1112 Dallas Dr., Sin. 4000 Denton, TX. 76205 Business Services-Gen 03/10/2016 🕞	1.0000 Each Add Shipto Comments Add One Time Address	Quantity Price 2	1.0000	2100.00 Price Adjustin Pegging Inqu Pegging Worl Custom Field	ent ivy kbench s	Edit eff	0		
	Accounting Lines     Distribut	e By City 🗸							and the second second	41 (B) (B) (B)	
	Chartfields1 Chartfiel	ds2 Details Details 2 Asse	Information Asset Informat	on 2 Budget I	nformation	•		reis	unaize i ranu i view	NUL NOT UNK PL	N ST LOLI ST
	Account Alt Acct	Dept Fund Fund F	unction PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate	
	55253 Q 7243 Q	926000 Q, 200 Q, 830001 Q, 5	50 <u>a</u> a	9	d	9	3	9	9	9	+
Select All / Deselect All	Select lines to:	Add to Favorites	emplate(s)	Selected	SIL Mars (	Thanna .					

- 6. Enter the appropriate **GL Unit** in **Chartfields 1**.
- 7. Enter the appropriate information for the remaining required Chart of Account fields where needed:
  - Dept
  - Fund Cat
  - Fund
  - Function
- 8. Click OK.

Note: Account and Alt Acct should remain blank.

SYSTEM	mkl0001 on FS	TSTU (eas	app12) - (	03/28/2016	13:09:28			
Edit Lines/Shipping	g/Accounting for	r Selected L	ines					
Line Information (2)								
Note: The information entered on this page v	n below does not re will replace the data	flect the data i in the corresp	in the selecte	ed requisition is on the sele	lines. When cted lines th	the 'OK at are av	button is cli ailable for so	cked, the data urcing.
Supplier ID		a	Supplier L	ocation		Q		
Buyer		a	с	ategory		Q.		
Shipping Information								
Ship To Location		2		444	One Time Ad	drage		
				Aug	one nine Ao	01692		
Due Date		10	A	Attention				
Due Date		Ħ	A	Attention				
Due Date		Ē	A	Attention				
Due Date			A	Attention				
Due Date			A	Attention				
Due Date	Q		A	Attention				
Due Date Comments Accounting Lines SpeedChart Please enter GL Busin	Q ness Unit before sele	cting other cha	A rtfield values					
Due Date Comments Accounting Lines SpeedChart Please enter GL Busin Accounting Infor	Q ness Unit before sele mation	cting other cha	A rtfield values	Personalize	Find   🔊		First 🛞 1	of 1 <sup>®</sup> Last
Due Date Comments Accounting Lines SpeedChart Please enter GL Busin Accounting Infor Chartfields1	ness Unit before sele mation etails Asset Infor	cting other cha	A rtfield values	Personalize	Find   🔊		First 🛞 1	of 1 🕑 Last
Due Date Comments Accounting Lines SpeedChart Please enter GL Busi Accounting Infor Chartfields1 D Percent Loc	ess Unit before sele mation atails Asset Infon	cting other cha mation [TTT] GL Unit	Account	Personalize Alt Acct	Find   [2]	Fund	First 🚯 1 Fund	of 1 🕑 Last
Due Date Comments Accounting Lines SpeedChart Please enter GL Busi Accounting Infor Chartfields1 D Percent Loc	Q ness Unit before sele mation etails Asset Infor ation	cting other cha mation (FTT) GL Unit SY769 Q	Account	Personalize	Find   [2] Dept 922000 Q	Fund 200 Q	First ④ 1 Fund 830001 Q	of 1 🛞 Last Function 200

- 9. Select All Distribution Lines or Matching Distribution Lines. Note: Do not select the Replace Distribution Lines option.
- 10. Click **OK**.



- 11. Review Acct and Alt Account fields under Accounting Lines in Chartfields 2 to ensure the information is correct.
- 12. Make changes as needed.

avorites • Main Menu • > En	nployee Self-Service + > Pro	curement - > Requisition				
ENTERPHISE MKI0001 on FS	TSTU (easapp12) - 03/2	8/2016 13:09:28				He
dit Requisition - Review ar	nd Submit					
Requisition Summary	reg for approval.		My Prefere	nces		
Business Unit	SY769	Univ. of North Texas System	Requisition Name	The Festus Gruop-Victor Almuyo		
Requester	E92200	Business Services-Gen	Requisition ID	0000007281	Copy Bid Vendors	
*Currency	USD		Priority	Custom Fields	Refresh	
art Summary: Total Amount 2,100.00 US	D				East	G. Intel S. Int
opand lines to review shipping and account	ing details					Carlo I and
Requisition Lines	item ID	Eventiar	Quantity UCM	Drice	Total Descis Comments Bid Tab Delate	
T CE 1 +2 Common Praising	in the second se	- Comparison	t oppose Each	2100.0000	2100.00 IB. C Eds 400 III	
- M B. cohos saming			1,000			
Shipping Line 1	*Ship To Address	UNT System Business Service	Add Shipto Comments Add One Time Address	Quantity 1.0000 Price 2100.0000	Price Adjustment	
		Send to: invoices@untsystem.edu			Pegging Inquiry	
		1112 Dallas Dr., Ste. 4000 Denton, TX 76205			Pegging Workbench	
	Attention To	Business Services-Gen			COSOTI PIECE	
	Due Date	03/10/2016				
	- Accounting Lines					
	*Distribut	e By 🔯 🗸				
	Accounting Lines				Personaliz	e   Find   View All   🖓   🔯 Find 🛞 Lot 1 🛞 Lord
	Chartfields1 Chartfiel	ds2 Details Details 2 Asset	Information Asset Informati	on 2 Budget Information	3	
	Account Alt Acct	Dept Fund Fund Fu	PC Bus Unit	Project Activity	Program Purpose Site Atta	late Fund Affiliate
		Cet	SALARY AND A CONTRACT			
	66363 O 17343 O	011000 O 1000 O 100000 O 12	0 0	0		

13. Continue to complete the <u>Editing Requisition</u> process as usual.