

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.

1. Begin on the **Edit Requisition – Review and Submit** screen (refer to the [Editing Requisitions documentation](#), as needed).
2. Click on the gray triangle ➤ next to **Accounting Lines** to reveal the Chartfields.

The screenshot shows the EIS Edit Requisition - Review and Submit screen. In the 'Requisition Lines' section, there is a link labeled 'Accounting Lines' which is circled in red. Below this section, there are buttons for 'Select All / Deselect All', 'Add to Favorites', 'Add to Template(s)', 'Delete Selected', and 'Mass Change'. At the bottom, it shows 'Total Amount 2,100.00 USD' and 'Pre-Encumbrance Balance Not Available'.

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

The screenshot shows the Accounting Lines screen with two tabs: 'Chartfields1' and 'Chartfields2'. The 'Chartfields1' tab is active. It displays a table with columns: Line, Status, Dist Type, *Location, Quantity, Percent, Merchandise Amt, GL Unit, and Entry Event. A single row is visible with values: Line 1, Status Open, Dist Type BSCP, Location 400, Quantity 1.0000, Percent 100.0000, Merchandise Amt 2,100.00, GL Unit SY769, and Entry Event. The 'Chartfields2' tab is also shown below.

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

The screenshot shows the 'Edit Requisition - Review and Submit' page. In the 'Requisition Lines' section, there is one line item: 'Cognos training'. The checkbox next to this line is circled in red. The rest of the page includes sections for Requisition Summary, Cart Summary, and Accounting Lines.

5. Click Mass Change.

The screenshot shows the same 'Edit Requisition - Review and Submit' page. Now, all lines in the 'Requisition Lines' section are selected, indicated by checked checkboxes. The 'Mass Change' button at the bottom right of the accounting lines grid is circled in red.

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.

The screenshot shows the 'Edit Lines/Shipping/Accounting for Selected Lines' screen. It includes sections for Line Information, Shipping Information, and Accounting Lines. In the Accounting Lines section, a chartfield search bar is at the top. Below it is a grid for selecting GL Business Units. The grid has columns for Percent, Location, GL Unit, Account, Alt Acct, Dept, Fund Cat, Fund, and Function. A row is selected with values: 1, SY769, 922000, 200, 830001, and 200. Buttons for OK and Cancel are at the bottom.

| Percent | Location | GL Unit | Account | Alt Acct | Dept | Fund Cat | Fund | Function |
|---------|----------|---------|---------|----------|------|----------|------|----------|
| 1 | SY769 | 922000 | 200 | 830001 | 200 | | | |

9. Select **All Distribution Lines** or **Matching Distribution Lines**.

Note: Do not select the **Replace Distribution Lines** option.

10. Click **OK**.

The screenshot shows the 'Distribution Change Options' dialog. It has three radio button options: 'All Distribution Lines' (selected), 'Matching Distribution Lines', and 'Replace Distribution Lines'. Below each option is a brief description and a note about removing existing distribution lines. Buttons for OK and Cancel are at the bottom.

All Distribution Lines
Apply changes to all existing distribution lines.

Matching Distribution Lines
Apply changes to each existing distribution line by matching the distribution line numbers.

Replace Distribution Lines
Remove the existing distribution lines and replace with the distribution lines changes.

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

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

| | | | | |
|---------------|--------|-----------------------------|------------------|--------------------------------|
| Business Unit | SY769 | Univ. of North Texas System | Requisition Name | The Festval Grup-Victor Armuyd |
| Requester | E92200 | Business Services-Gen | Requisition ID | 0000007281 |
| *Currency | USD | | Priority | High |

Cart Summary: Total Amount 2,100.00 USD
Expand lines to review shipping and accounting details

Requisition Lines

| Line | Description | Item ID | Supplier | Quantity | UOM | Price | Total | Details | Comments | Bid Tab | Delete |
|------|-----------------|---------|----------|----------|------|-----------|---------|---------|----------|---------|--------|
| 1 | Cognos training | 55253 | | 1.0000 | Each | 2100.0000 | 2100.00 | | | | |

Shipping Line

| | | | | |
|--------------|---|----------------------|----------|-----------|
| *Ship To | BSICA 400 | Add Shipto Comments | Quantity | 1.0000 |
| Address | UNT System Business Service Center Send to: invoices@untsystem.edu 1112 Dallas Dr., Ste. 4000 Denton, TX 76205 | Add One Time Address | Price | 2100.0000 |
| Attention To | Business Services-Gen | | | |
| Due Date | 03/10/2016 | | | |

Accounting Lines

| Account | Alt Acct | Dept | Fund Cat | Fund | Function | PC Bus Unit | Project | Activity | Program | Purpose | Site | Affiliate | Fund Affiliate |
|---------|----------|--------|----------|--------|----------|-------------|---------|----------|---------|---------|------|-----------|----------------|
| 55253 | 7243 | 922000 | 200 | 830001 | 200 | | | | | | | | |

13. Continue to complete the [Editing Requisition](#) process as usual.