

From the **Billing** screen in iProcurement:

- Enter the details of your **1st account on Line 1**
 - *Only 1 ASBOF or PTAO per Line*
- Click the green plus sign to **add a new Line**

Requisition Information : Update Selected line

Item	Supplier
<p>* Description Post-it Notes, 1 7/8" x 1 7/8", Assorted Bright Colors, 400 Sheets/Pad, 3</p> <p>Category Office:Supplies</p> <p>* Quantity 1</p> <p>* Unit of Measure Package</p> <p>Unit Price 7.17</p> <p>Amount 7.17</p> <p>* Currency USD</p>	

Notes

Note To Buyer

Note To Supplier

Billing

Line	UAB_AKF	GL Date	Project	Task
1	0000000.000.000000000.000000000.00	22-Jul-2022		

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Table Diagnostics

On **Line 2:**

- Enter your **2nd account on Line 2**
 - *Accounts can be multiple GL, multiple GA, or a mix of both*
- Add additional lines/accounts if needed

	7/8", Assorted Bright Colors, 400 Sheets/Pad, 3			
	Category Office:Supplies			
	* Quantity 1			
	* Unit of Measure Package			
	Unit Price 7.17			
	Amount 7.17			
	* Currency USD			

Notes

Note To Buyer

Billing

Line	UAB_AKF	GL Date	Project
1	2101656.000.110100000.113000010.00	22-Jul-2022	
2	0000000.000.000000000.000000000.00	22-Jul-2022	

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Table Diagnostics

Distribute the item cost as desired using the **Percent** fields on each account Line

- **Total** must equal 100

Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
						50
345527	01.01	2024744	8201099 SUPP-OTHE	70	22-Jul-2022	50
Total						100

If you wish for the entire order to be split the same (using the entered accounts and percentage):

- Click the checkbox next to **Apply this Cost Allocation information to applicable requisition lines**
 - *Otherwise, Apply for this item, then repeat the above steps for each remaining ordered item*

Billing

Line	UAB_AKF	GL Date	Project
1	2101656.000.110100000.113000010.00	03-May-2022	
2	9103100.000.629103100.430000000.0000.8201099	03-May-2022	345527

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Table Diagnostics

Apply the accounts and cost allocation

Percent	Quantity	Amount (USD)	Additional.Reference	Delete
50	0.5	3.59		
50	0.5	3.59		
100	1	7.17		

Cancel **Apply**



Review each ordered line item on the requisition

- Click the grey triangle in the **Details** column to review the Distributions table

Select Lines: Update Copy Delete		Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Contract/Quote #
<input type="checkbox"/>		off-it oles, 1 7/8" 1 7/8" escribed right ions, 400 heets/Pack Pacts/Pack 30133PK)	1	Package	7.17 USD	7.17	22-Jul-2023 00:01:00	Bham Main Campus		
<input type="checkbox"/>		ray 65 lb. ardstock ones, 8.5" x 1" White, 00 heets/Pack 01188)	1	Package	10.76 USD	10.76	22-Jul-2023 00:01:00	Bham Main Campus		
<input type="checkbox"/>		conderega y First conderega ooden encle, No. Medium eed, Dozen 33312)	1	Dozen	8.09 USD	8.09	22-Jul-2023 00:01:00	Bham Main Campus		

Supplier				Delivery			
Supplier	STAPLES	Need By Date	22-Jul-2023 00:01:00	Requester	Bailey, Courtney Ream	Deliver-To Location	Bham Main Campus
Site	A-ATLANTA	Hazard Class					
Contact Name							
Phone							
Fax							
Email							
Supplier Item	455462						
Manufacturer	DIXON-TICONDERO						
Manufacturer Part Number	33312						
Note To Supplier							

Distributions										
Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount
1	2101956.000.110100000.113000010.0000.8201099							50	0.5	4.05
2	9103100.000.629103100.430000000.0000.8201099	345527	01.01	2024744	8201099 SUPP-OTHER OFF/ADMIN	70	22-Jul-2022	50	0.5	4.05
					Total					26.02