

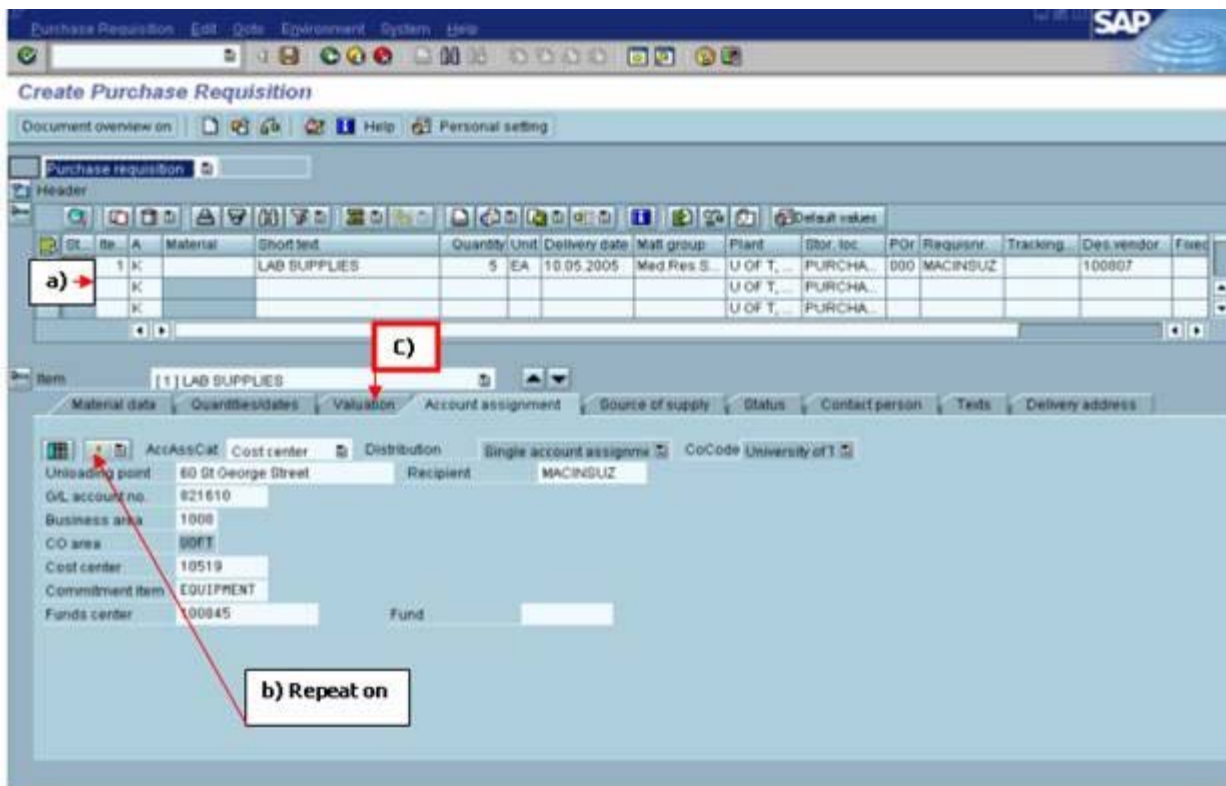
Work Instruction


Repeat and Multiple Account Assignments

The following procedures can be used in both the creation of Purchase Requisitions and Purchase Orders:

Repeat Account Assignment

For purchase requisition or purchase orders, using the same account assignment for each line item, use "Repeat (Account assignment) on/off:" function as follows:



	Required (R) / Optional (O)	Description of Field Content
a)	R	Enter Item Overview and Account assignment Tab in Item Details Section for the first item purchase requisition or purchase order
b)	R	Choose  Repeat (account assignment) on icon
c)	R	Choose Valuation tab, on Purchase Requisitions only.

Purchase Requisition - Edit - Data - Environment - System - Help

Create Purchase Requisition

Document overview on: [Print] [Refresh] [Help] [Personal setting]

Purchase requisition: [ID]

Header

St	It	A	Material	Short text	Quantity	Unit	Delivery date	Matt group	Plant	Stor. loc	POI	Requisnr	Tracking	Des.ve
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Item: [1] Lab Supplies

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Texts | Delivery address

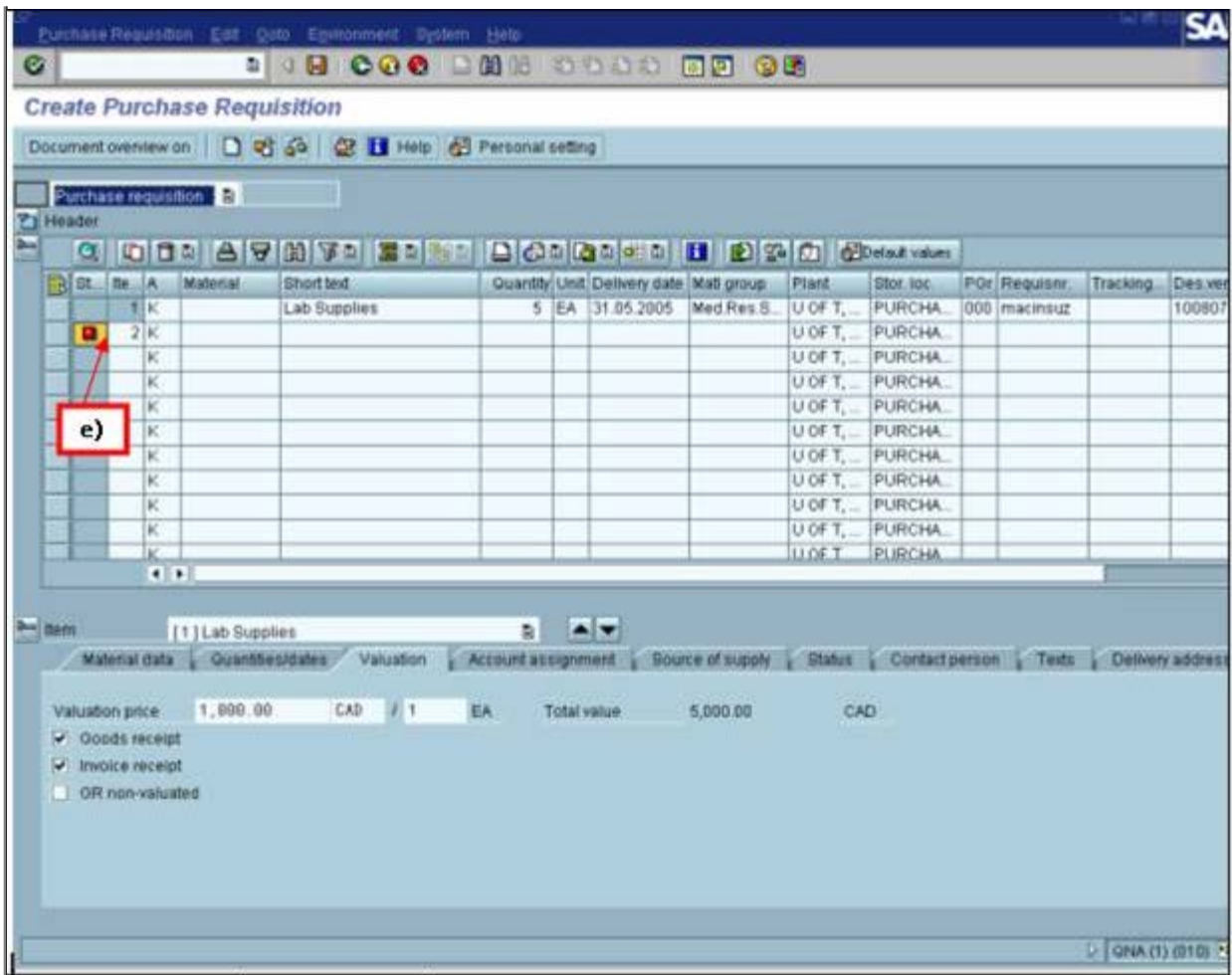
Valuation price: [] CAD / 1 EA. Total value: 5,000.00 CAD

Goods receipt
 Invoice receipt
 OR non-valuated

d)

GNA (1) (016)

d) R Enter net price before taxes on the Valuation price field (on Purchase Requisitions only). Ensure that it is the cost per unit.

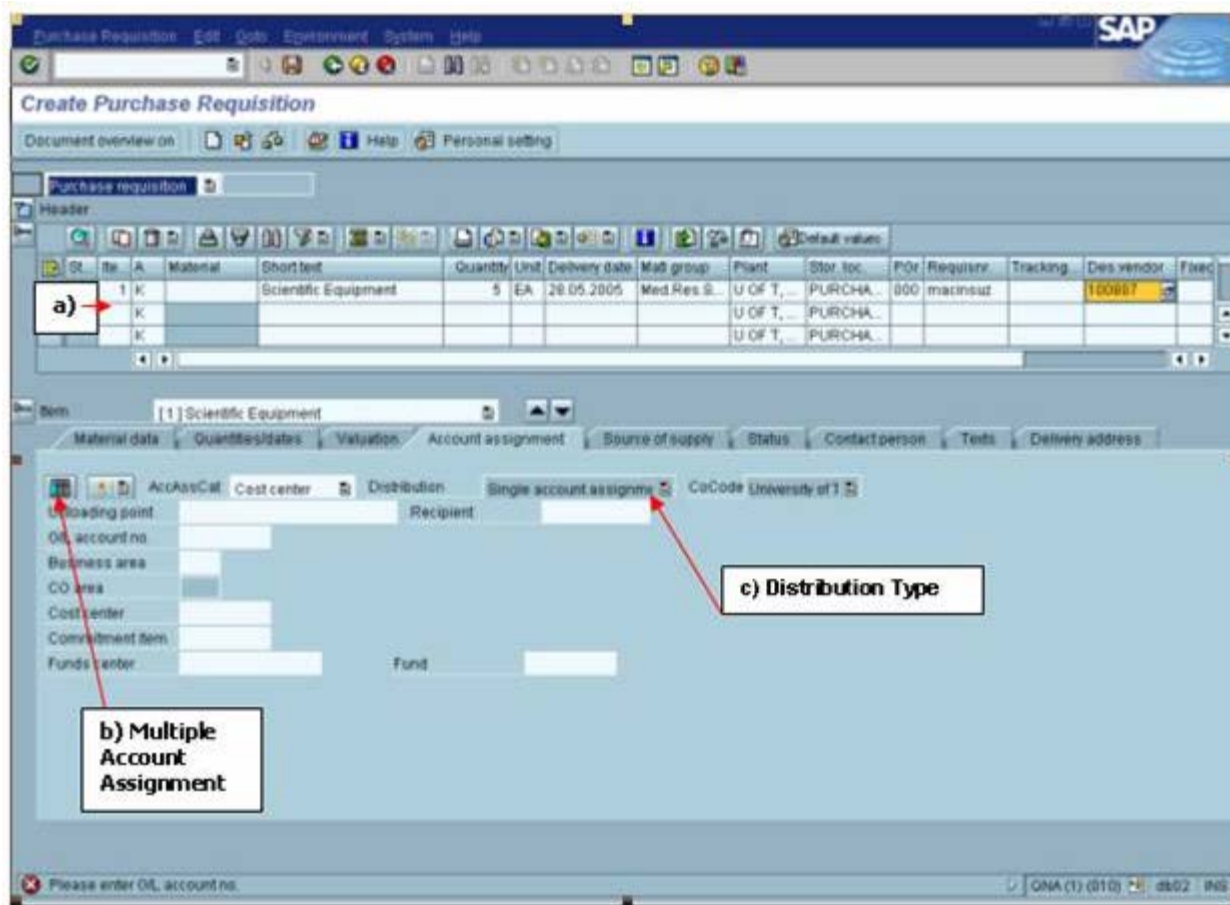




e) R Click here to enter second line item.

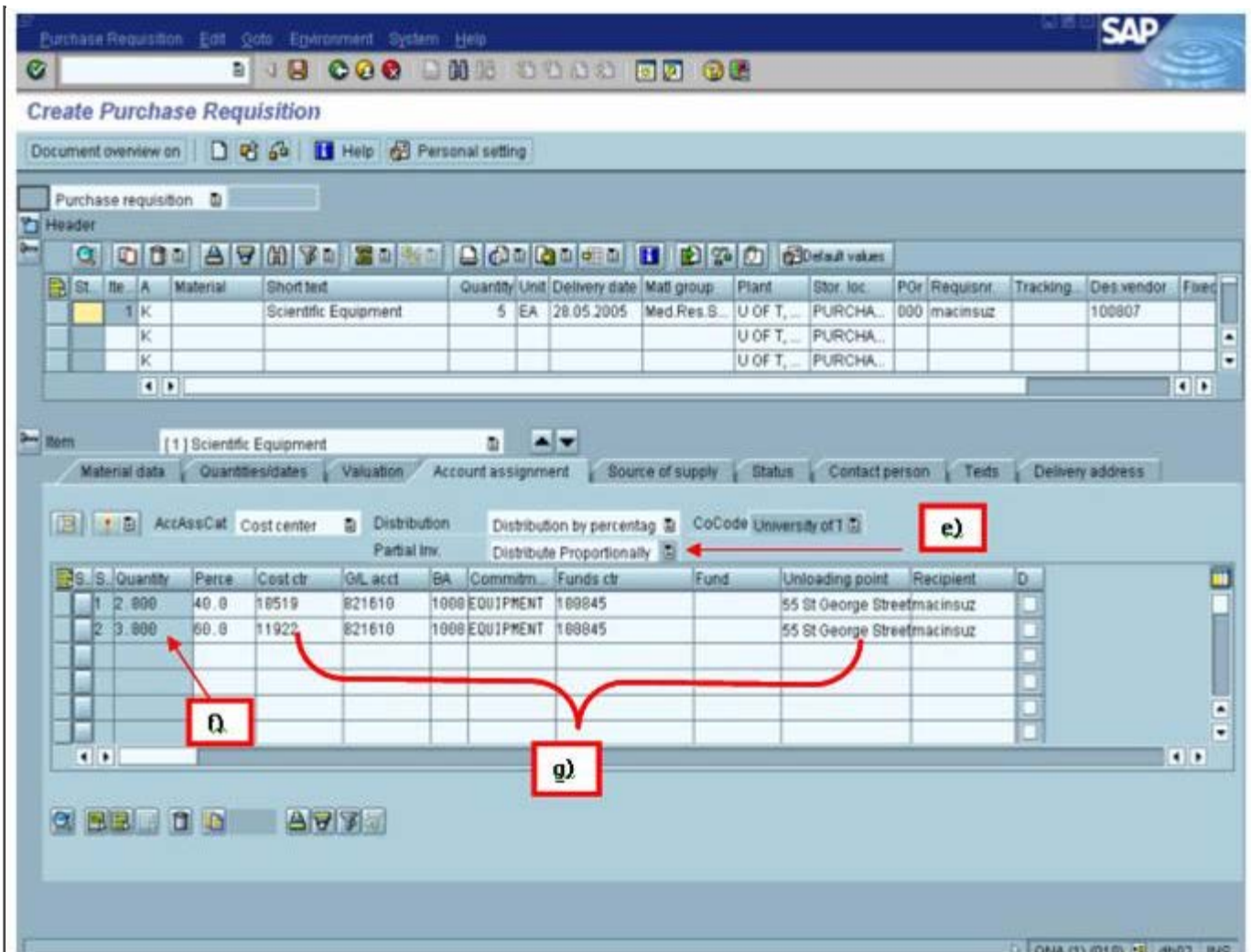
End of Process.

Multiple Account Assignment

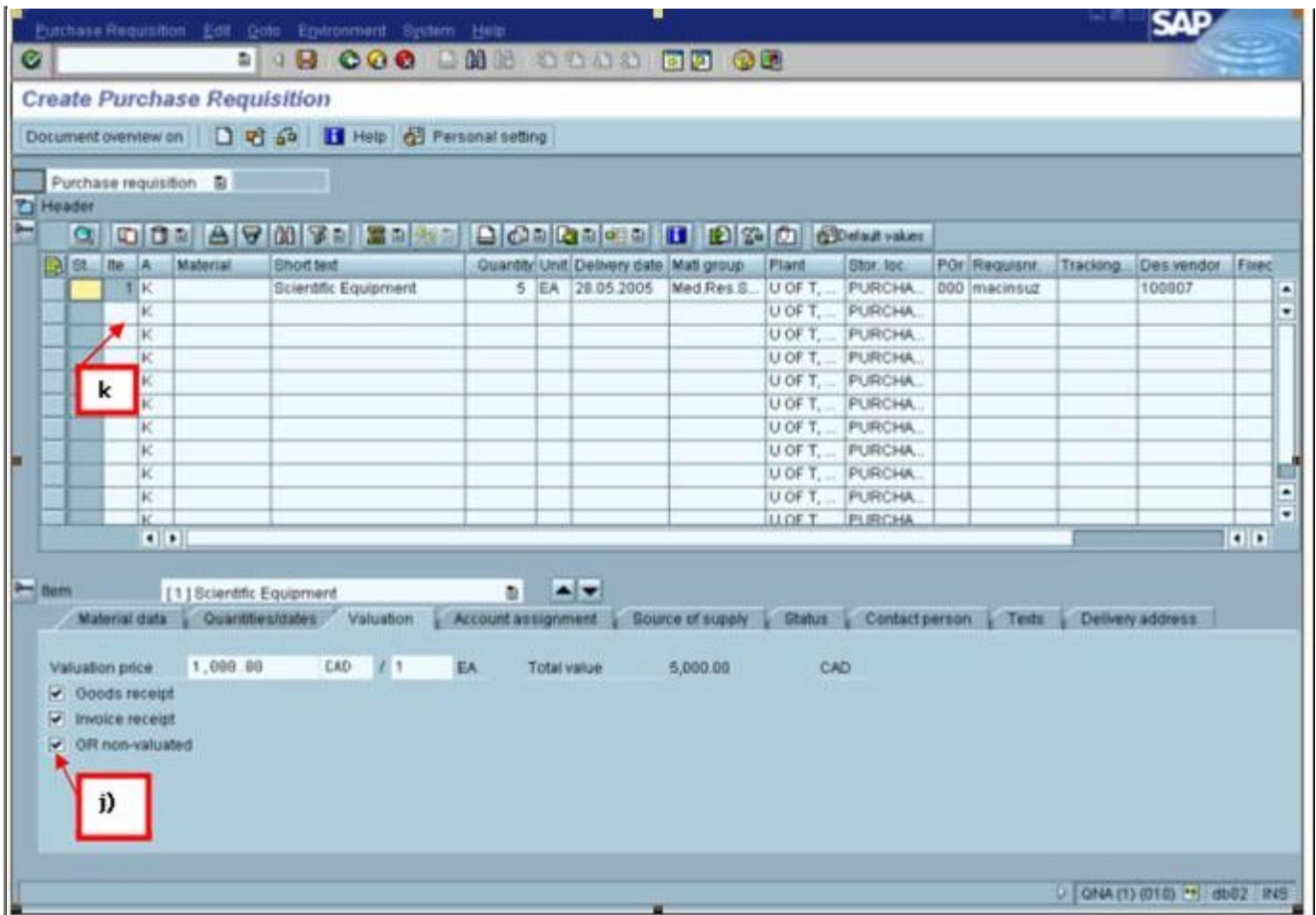
For purchase requisition or purchase order line item with several different account assignments, choose **Multiple Account Assignment** and Distribution by Quantity or Distribution by Percentage the step is as follows:



Required (R) / Optional (O)		Description of Field Content
a)	R	Select and highlight line item for multiple account assignment on your requisition
b)	R	Click on  Multiple account assignment icon. IMPORTANT: This must be done immediately upon completion of the first line item with which the account assignments are to be split.
c) Distribution	R	Choose distribution by quantity or distribution by percentage
d)		Press ENTER or Click on  The distribution template is displayed.



e) Partial Inv.	R	Select either Distribute in Sequence or Distribute Proportionally. Recommend that you choose Distribute Proportionally .
f)	R	Enter quantity values or percentage values as per distribution type selection
g)	R	Complete Cost center, G/L acct, Fund center and/or Fund, Unloading point and Recipient
h)	R	Choose Valuation tab, on Purchase Requisitions only.



i)	R	Enter net price before taxes on the Valuation price field (on Purchase Requisitions only).
j)	R	Ensure GR non-validated indicator is "on " (<input checked="" type="checkbox"/>) for Purchase Requisition.
k)	R	Click here to enter second line item.

End of Process.

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