

The University of Alabama at Birmingham

iProcurement: Entering Split Distributions

From	the Billing screen in	Requi	sition Information : U	pdate Selecte	d line								
iProc	urement:		Item						Supplier				
٠	Enter the details of		* Descri	ption Post-it N	Notes 1 7/8" x 1				Supplier				
	your 1st account on			7/8", As Colors.	sorted Bright 400 Sheets/Pad. 3								
	Line 1		Cate	egory Office.Si	upplies	×							
	- Only 1 ASBOF or		* Qua	antity 1									
	PTAO per Line		* Unit of Mea	asure Package	9 <u>1</u> 0	L.							
٠	Click the green plus	Amount 7.17											
	sign to add a new		* Curi	rency USD 🗸									
	Line		Notes										
			Note To Buyer						Note To Supplier				
					1								
		Billing	Billing										
		+											
		Line (JAB_AKF			GL Date	Project	Task					
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			ACCOUNT.SUBACCOUNT.BAL	ANCING.ORGANIZ	ATION.FUTURE.OBJECT								
		⊘ TIP	Total allocation must equal	100% of the sele	ected line values.								
		Ap	ply this Cost Allocation info	ormation to all ap	plicable requisition line	IS							
		Table	Diagnostics										
On Li	ne 2:				Colors, 400 She	ets/Pad, 3	:						
٠	Enter your 2 nd			Category	Office.Supplies								
	account on Line 2		* Quantity 1										
	 Accounts can be 		* Unit	of Measure	Package	/ackage 🔄 🔍							
	multiple GL,												
	multiple GA, or			Amount	7.17								
	a mix of both			* Currency	USD 🗸								
٠	Add additional		Notes										
	lines/accounts if												
	needed		Note To Buyer										
						4							
	Billing												
		4											
		Line	ΠΔΒ ΔΚΕ			GL Date	Project						
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		0000000.000.00000000.00000000.001 @											
		2	ACCOUNT.SUBACCOU	DUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT									
		ØТI	P Total allocation must	t equal 100%	of the selected line	values.							
			Apply this Cost Allocat	tion informatio	n to all applicable	requisition line							
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		Tab	le Diagnostics										



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Distri	ibute the item cost as												
desir	ed using the Percent	Project		Task		Award	E	xpenditure Type	Expend	iture Organizatior	Expenditure	ltem Date	Percent
fields	on each account Line		⇒ Q		Q,		Q,	J C		<u></u> ⊿ Q,		G.	50
٠	Total must equal	345527	⊿ Q	01.01	⇒ Q	2024744	Q, [8	8201099 SUPP-OTHE	70	⇒ Q	22-Jul-2022	Ċ.	50
	100											Total	100
lf you	u wish for the entire	Billin	g										
ordei	r to be split the same	4											
(usin	g the entered	Line IIAB AKE GL Dat								Project		-	
ассон	unts and percentage):	1	2101656.00	0.11010	0000.113000	010.006	Q,	02 May 20	12 m				
٠	Click the checkbox	·	ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT								2	4	
	next to Apply this	2	9103100.000.629103100.43000000.0000.8201099 ACCOUNT.SUBACCOUNT.BALANCING.ORGANIZATION.FUTURE.OBJECT 03-May-2022						22 🛱	345527	<u> </u>	Q,	
	Cost Allocation												
	information to	CTIP Tatal allocation must agual 100% of the colocted line values											
	applicable	V THE TOTAL ANOCATION MUST EQUAL 100% OT THE SELECTED LINE VALUES.											
	requisition lines	Apply this Cost Allocation information to all applicable requisition lines											
	– Otherwise,	Table Diagnostics											
	Apply for this												
	item, then												
	repeat the												
	above steps for												
	each remaining												
	ordered item												
Apply	y the accounts and	F	Percent	Quantity	Amount (USI	D) Additiona	al.Reference			Delete			
costa	allocation		50	0.5	3.5	9				8			
			50	0.5	3.5	9							
			100	1	1.	17							
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				20		_			_	_			



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Review each ordered line item on the requisition

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

	Details	Description		Quantity	Unit	P	ice	Amount (USD)	Need By Date	Deliver-To Location	Special Info	Co	ntract/Quo	te #
-	Þ	ost-it lotes, 1 7/8" 1 7/8", ssorted right colors, 400 heets/Pad, Pads/Pack 2051-3PK)		1	Package	7.17 (SD	7.17	22-Jul-2023 00:01:0	0 Bham Main Campus _⊠ Q				
0	Þ	rray 65 lb. ardstock aper, 8.5" × 1", White, 00 heets/Pack 101188)		1	Package	10.76 L	SD	10.76	22-Jul-2023 00:01:0	0 Bham Main Campus 🔟 🔍				
0	4	iconderoga ly First iconderoga Vooden encils, No. Medium ead, Dozen 33312)		1	Dozen	8.09 L	SD	8.09	22-Jul-2023 00:01:0	0 Bham Main Campus ₂ Q				
1	Supplier Delivery													
		NG	ote To Supplier	N	Suppl S Contact Nar Pho F Em Supplier Ite Manufactur Aanufacturer Part Numb	ier STAPLES ite A-ATLANTA ne ax ax aii 455462 DIXON-TICO? per 33312	STAPLES A-ATLANTA 455462 DIXON-TICONDERO 33312					22-Jul-21 Bailey, C Bham M	023 00:01:00 courtney Raw) ann
Dis	tribution				Project Number	Taek Number	Award Number	Expanditure Type	Fv	onditure Organization	Expanditura Itam Data	Percent	Quantity	Amount
1	2101	656.000.110100	000.113000010.00	00.8201099	9	ruak Humber	Amora Aumber	Cypendicate Type		venunture organization	CAPENGING REIT Date	50	0.5	4.05
2	9103	100.000.629103	3100.43000000.00	00.820109	9 345527	01.01	2024744	8201099 SUPP-OTHEF	OFF/ADMIN 70		22-Jul-2022	50	0.5	4.05
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