

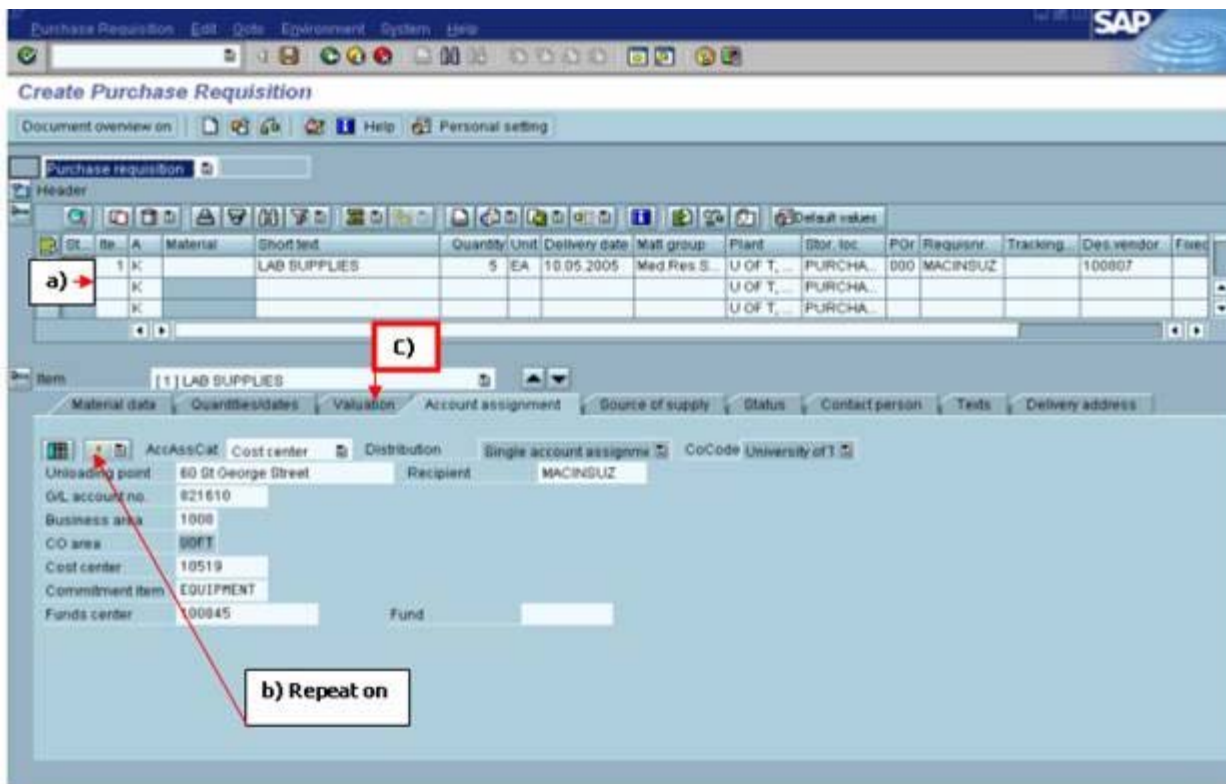
Work Instruction


## Repeat and Multiple Account Assignments

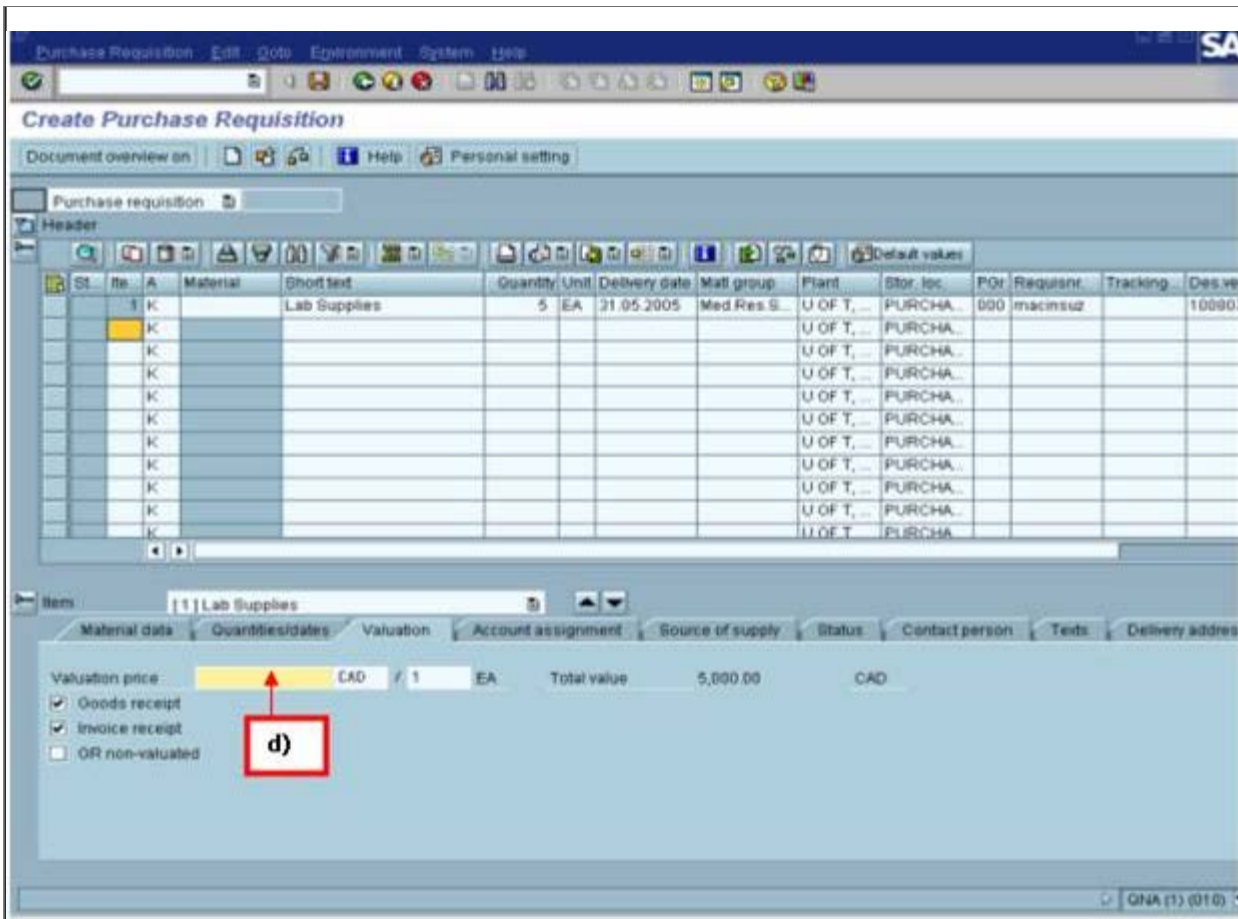
The following procedures can be used in both the creation of Purchase Requisitions and Purchase Orders:

### Repeat Account Assignment

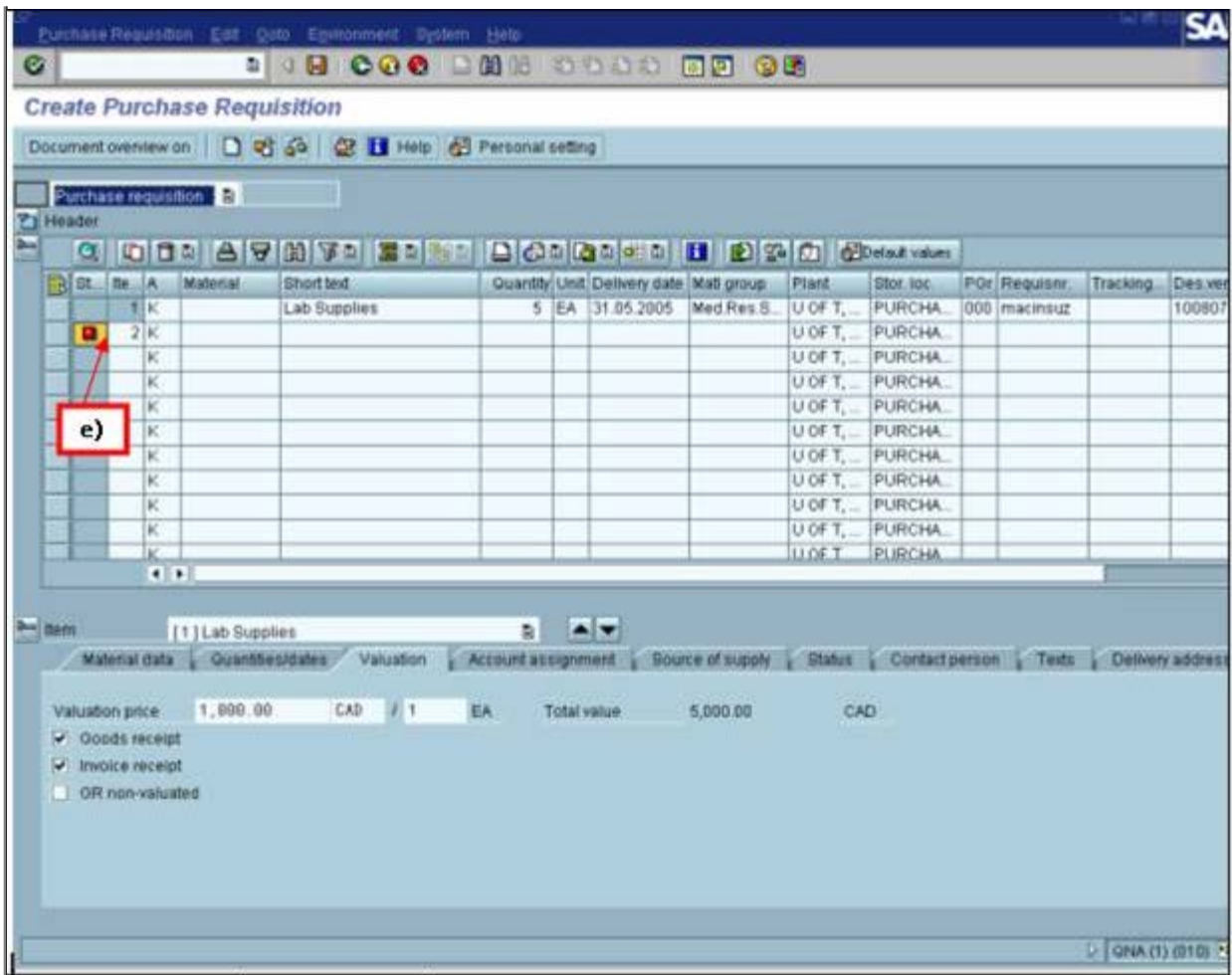
For purchase requisition or purchase orders, using the same account assignment for each line item, use "Repeat (Account assignment) on/off:" function as follows:



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  <b>Repeat (account assignment) on</b> icon
c)	R	Choose <b>Valuation</b> tab, on Purchase Requisitions only.



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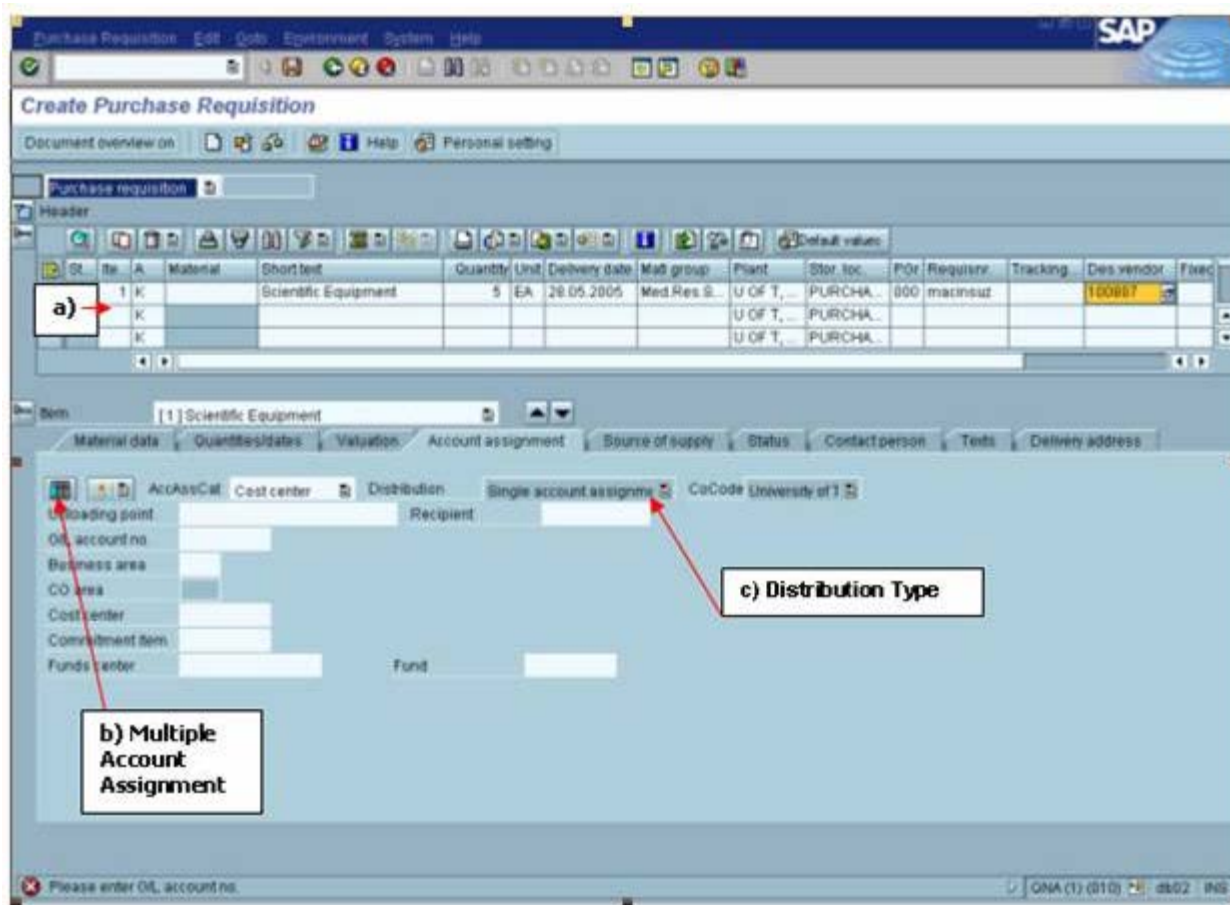




e) R Click here to enter second line item.

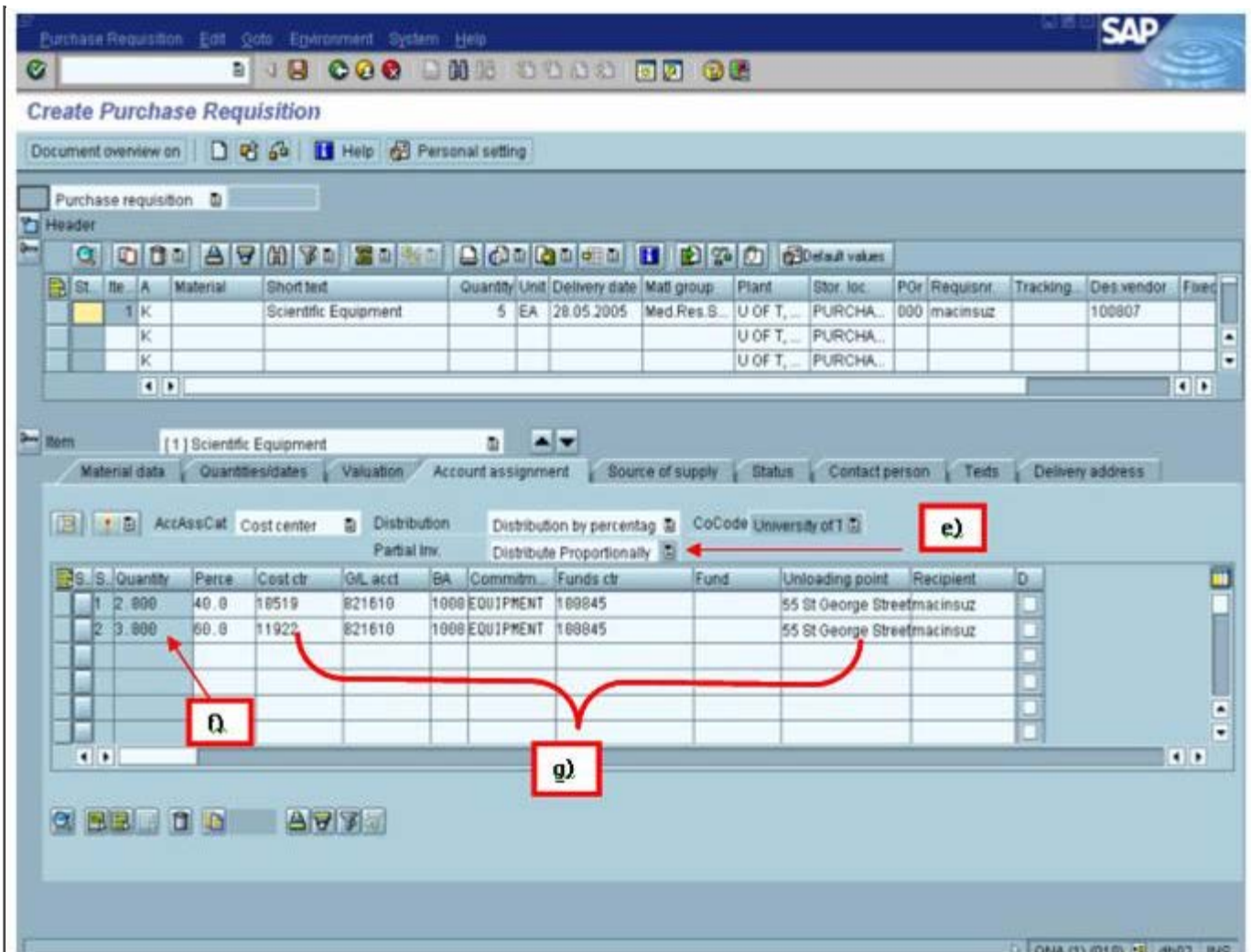
*End of Process.*

## 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:

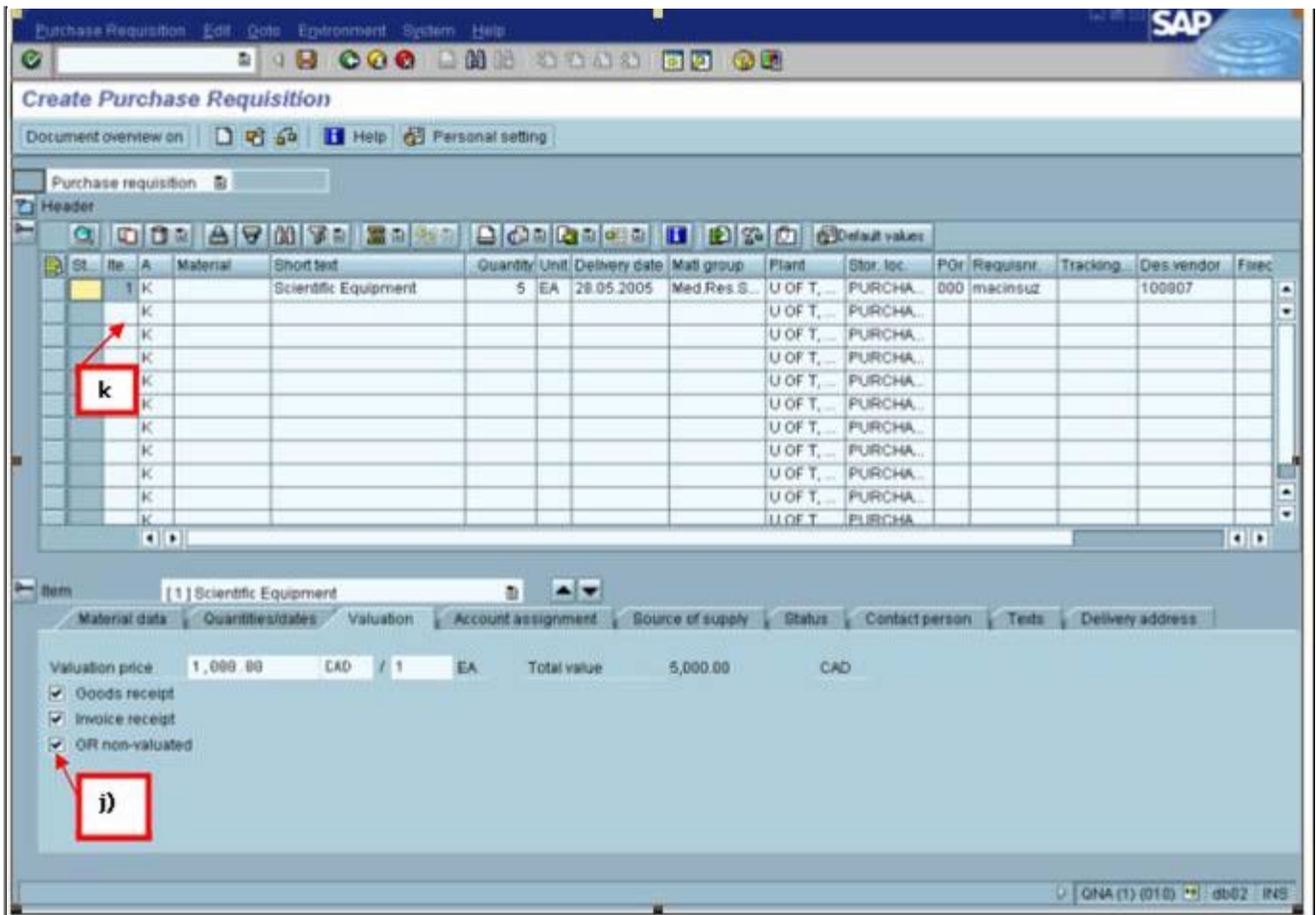


Required (R) / Optional (O)		Description of Field Content
a)	R	Select and highlight line item for multiple account assignment on your requisition
b)	R	Click on  <b>Multiple account assignment</b> icon. <b>IMPORTANT: This must be done immediately upon completion of the first line item with which the account assignments are to be split.</b>
c) Distribution	R	Choose distribution by <b>quantity</b> or distribution by <b>percentage</b>
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 <b>Distribute Proportionally</b> .
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 <b>Valuation</b> tab, on Purchase Requisitions only.





i)	R	Enter net price before taxes on the Valuation price field (on Purchase Requisitions only).
j)	R	Ensure <b>GR non-valuated</b> 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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[Create Goods Receipt](#)

[Create an Invoice](#)

[Create Personal Settings for a Purchase Order](#)

[Print an Additional Copy of a Purchase Order](#)

[Repeat Account Assignments/Multiple Account Assignments](#)

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## **Guide to Financial Management**

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