





What: YDA Account Allocation assigns the Account Code by line on the Requisition

When: Use when Requisition to be entered has more than one Account Code

Why: Provides for the correct coding of expenditures when multiple invoices are received for a single PO

How: To enter a Requisition using the YDA Allocation Method, follow these steps

Select Account Allocation by Each Requisition Detail Line (YDA)

Enter Description, Vendor, etc.

Click Save and Add Detail

Requisition Master Information
Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Setup Information

Account Allocation
This is a Blanket Requisition/Purchase Order.
This requisition is used to restock a warehouse.

Requisition Information

Account Allocation by each requisition detail line

- Account allocation by each requisition detail line
- This is a Blanket Requisition/Purchase Order.
- This requisition is used to restock a warehouse.

Enter Line Detail

Click Save

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Number: 0000219 Accounting: Account allocation requisition detail line.

Group: (101) 101 PO Gililand Amount: 0.00

Fiscal Year: 2018 - 2019 Ship To: GILLILAND ELEMENTARY

Vendor: CINDY K TUCKER Blanket: 0. This is not a blanket.



Select **Code** using check box

Click **Save Account Distribution**

Account Distrib

Available Accounts (Accounts are displayed based on Account Clearance access)

Fund	Object	Program	Activity	Funds Available	Selected	Account Number	Description					
199	A	00	1151	00	101	0	00	000	000	\$0.00		
199	R	00	5743	00	101	0	00	000	000	\$0.00		
199	E	11	6112	01	101	0	11	000	000	\$100.00		
199	E	11	6117	01	101	0	11	000	000	\$0.00		
199	E	11	6118	50	101	0	24	000	000	\$0.00		
199	E	11	6127	01	101	0	11	000	000	\$0.00		
199	E	11	6144	0	101	0	24	000	000	\$0.00		
199	E	11	6145	1	101	0	00	000	000	\$0.00		

2018-2019 Available



Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: WEBREQ

Requisition Number: 0000219075

Accounting: Account allocation by each requisition detail line

Submit For Approval

Save and Finish Later

Account: (101) 101 PO Gililand

Amount: 20.00

Fiscal Year: 2018 - 2019

Vendor: LINDY K TUCKER

Blanket PO: This is not a Blanket PO

1048 WEST HILLS TERRACE

SAGINAW TX

76179-3851

After all **Lines** with their **Associated Accounts** have been entered

Click **Submit For Approval**

The result will be a PO with Accounts at the Line Level

The screenshot displays a procurement system interface. At the top, there is a header with the text "Master Edit Master" and "FORT WORTH, TX 76105". Below this, contact information is shown: "Attention: Tammy Graves 817.847.2961" and "Phone: 081130011". A "Group" field is set to "00000 Business Unit".

The main area contains a table of line items. A red arrow points from a specific row in this table to a magnified inset window. The inset window has a title bar that reads "Line Items Add/Edit/Delete Requisition Line Item Add Narrative Add Inventory Items". Below the title bar, a note states: "* Designates accounts that are over budget".

Line Nbr.	Catalog Code	Dec
000001	000001	000001
000002	000002	000002
000003	000003	000003
000004	000004	000004
000005	000005	000005
000006	000006	000006
000007	000007	000007
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000017	000017	000017
000018	000018	000018
000019	000019	000019
000020	000020	000020
000021	000021	000021
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