

JOB AID – ENTER GL/PROJECT STRING BY LINE ITEM

When charging both a GL & Project String within a single Requisition, you must create separate line items for each. You can then assign the appropriate GL or Project String to each line item.

ORDER EXAMPLE:

ITEM	QTY	UNIT PRICE	TOTAL PRICE	GL/PROJECT STRING
Book A	4	25.99	103.96	Project
Book B	3	19.99	59.97	GL
Shipping & Handling	1	9.99	9.99	GL
			\$173.92	

- 1) Add each line item to your Marketplace cart and select “Proceed to Checkout”.

The screenshot shows a shopping cart for Barnes and Noble Booksellers. The cart contains three items:

Product Description	Unit Price	Quantity	Total
Book A Commodity Code: Books/Publications/Library Services	25.99 1/EA - Each	4	103.96
Book B Commodity Code: Books/Publications/Library Services	19.99 1/EA - Each	3	59.97
Shipping & Handling Commodity Code: Books/Publications/Library Services	9.99 1/EA - Each	1	9.99
Supplier subtotal			173.92 USD

- 2) Click on the “Accounting Codes” tab.

The screenshot shows a requisition management interface with the following tabs: Requisition, PR Approvals, PO Preview, Comments, Attachments, History, Summary, Shipping, Billing, Accounting Codes (highlighted), Supplier Info, Taxes/S&H.

Under the 'General' section, the following information is displayed:

Description	no value	edit
Cart Name	Order Example	

3) Leave the top Accounting Codes section COMPLETELY BLANK.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info | Taxes/S&H

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

GL String

Unit	Division	Organization	Location	Fund Type	Business Line	Account	Activity	RU Initiative
no value	no value	no value	no value	no value	no value	no value	no value	no value

Project String

Project ID	Task	Expenditure Type	Expenditure Organization	Location	Business Line	Activity	RU Initiative
no value	no value	no value	no value	no value	no value	no value	no value

4) Scroll down to your first line item and click “Edit” to the right of the GL or Project String (For this example, we are using a Project for line 1).

Barnes and Noble Booksellers [more info...](#)

Dallas, TX
PO Box 951610, Dallas, TX 75395 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Book A more info...		1/EA - Each	25.99	4 EA - Each	103.96 USD

GL String (same as header) [edit](#)

Project String (same as header) [edit](#)

Project String

Project ID	Task	Expenditure Type	Expenditure Organization	Location	Business Line	Activity	RU Initiative	add split
<input type="text"/>								
Select from all values...	recalculate / validate							

[Save](#) [Cancel](#)

5) Enter the GL or Project String codes and click “Save”.

6) Continue steps 4-5 for each line item. The GL or Project String you entered will be visible for each line.

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7) Continue placing your order as you normally would. Do NOT enter accounting codes in any other section.