

## ATTENTION MARKETPLACE SHOPPERS

After you choose the items you wish to purchase on Marketplace and you “Submit Items for Approval” you will get a “Review and Submit” screen like the one below. This is where you will check the project and account numbers that will be charged for the items you are ordering and correct any that are incorrect. The system assigns an account number to each item and it is wrong 30% of the time so it is very important that you check and correct it. If it is not corrected at this point it will post to the wrong project/account and a manual adjustment will be needed to correct.

First check the project - you can see it on the “Review and Submit” screen

**Edit Requisition - Review and Submit**

Requisition Summary

Business Unit: NCSU1 NC State University Ship To: H02\_LD  
Requester: JMAITKEN Joan M Aitken Attention To: Joan M Aitken  
Phone: 919/513-1822 Address: 2610 GATES AVE  
Requisition Name: Amazon.com Loading Dock, TALLEY STUDENT CENTER  
Supplier ID: 0000022238 Amazon.com RALEIGH, NC 27607  
Requisition ID: 0000499620

Cart Summary: Total Amount 86.08 USD

Percentage	Project ID	Description
1 100.0000	371395-30000	Finance

[Adjust Distributions](#)

**Requisition Lines**

Line	Description	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Pilot Precise P-500 Gel Ink Ro	1.0000	Each	9.9200	9.92			
2	Hole Puncher, 2HP, 1/4-Inch Si	1.0000	Each	3.9100	3.91			
3	Gaiam Balance Ball Chair - Cla	1.0000	Each	61.1800	61.18			
4	Cyalume Green Glow Sticks - Pr	1.0000	Each	11.0700	11.07			

Select All / Deselect All Expand All Collapse All  
Select lines to: Delete Selected

Total Amount 86.08

If it has to be changed click on the “Adjust Distributions” link and enter the new project in the “Speed/Type Key” box.

**Adjust Distributions**

Percent	SpeedType Key	Project ID	DeptID	Fund Code	Program Code	Class Field		
1 100.0000		371395-30000	240101	91000	170	38	+	-

OK Cancel

You can also split an expense by clicking on the + symbol to add another distribution line and changing the percentage on each line to equal 100%

Then check the account numbers

### Edit Requisition - Review and Submit

Requisition Summary

Business Unit	NCSU1	NC State University	Ship To	102_LD
Requester	JMAITKEN	Joan M Aitken	Attention To	Joan M Aitken
Phone	919/513-1822		Address	2610 CATES AVE Loading Dock, TALLEY STUDENT CENTER RALEIGH, NC 27607
Requisition Name	Amazon.com			
Supplier ID	0000022238	Amazon.com		
Requisition ID	0000499920			

Cart Summary: Total Amount 86.08 USD

Percentage	Project ID	Description		
1 100.0000	371395-30000	Finance		

[Adjust Distributions](#)

#### Requisition Lines

Line	Description	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Pilot Precise P-500 Gel Ink Rp	1.0000	Each	9.9200	9.92			
2	Hole Puncher, 2HP, 1/4-Inch Si	1.0000	Each	3.9100	3.91			
3	Gaiam Balance Ball Chair - Cla	1.0000	Each	61.1800	61.18			
4	Cyalume Green Glow Sticks - Pr	1.0000	Each	11.0700	11.07			

Select All / Deselect All    Expand All    Collapse All  
Select lines to:    Delete Selected

Click on the "Expand All" button

\*Distribute By Qty

#### Accounting Lines

Distribution Information    Asset Information

Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt
1		371395-30000	52600	240101	91000	170	38	100.0000	1.0000	9.92

2    Hole Puncher, 2HP, 1/4-Inch Si    1.0000    Each    3.9100    3.91

\*Distribute By Qty

#### Accounting Lines

Distribution Information    Asset Information

Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt
1		371395-30000	52400	240101	91000	170	38	100.0000	1.0000	3.91

3    Gaiam Balance Ball Chair - Cla    1.0000    Each    61.1800    61.18

\*Distribute By Qty

#### Accounting Lines

Distribution Information    Asset Information

Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt
1		371395-30000	52901	240101	91000	170	38	100.0000	1.0000	61.18

4    Cyalume Green Glow Sticks - Pr    1.0000    Each    11.0700    11.07

\*Distribute By Qty

#### Accounting Lines

Distribution Information    Asset Information

Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt
1		371395-30000	52300	240101	91000	170	38	100.0000	1.0000	11.07

Select All / Deselect All    Expand All    Collapse All  
Select lines to:    Delete Selected

Total Amount    86.08

Check each account number and change where applicable

The screenshot displays a procurement system interface with four line items. Each line item has a corresponding 'Accounting Lines' section with a 'Distribution Information' table. The tables show columns for Line, SpeedType Key, Project ID, Account, Dept, Fund, Program, Class, Percent, Quantity, and Merchandise Amt.

Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt
1		371395-30000	52600	240101	91000	170	38	100.0000	1.0000	9.92
1		371395-30000	52400	240101	91000	170	38	100.0000	1.0000	3.91
1		371395-30000	52600	240101	91000	170	38	100.0000	1.0000	61.18
1		371395-30000	52600	240101	91000	170	38	100.0000	1.0000	11.07

At the bottom of the interface, there are buttons for 'Select All / Deselect All', 'Expand All', and 'Delete Selected'. Two black arrows point to the 'Account' field in the distribution table for line 4 and the 'Expand All' button.

If you are unsure if the account code is correct or what the correct account code should be check with your departmental bookkeeper or the DASA Finance Office.

Once you have checked and adjusted any incorrect projects or account numbers you can "Save and submit".

Some of the most commonly used accounts numbers are for various types of supplies:

- 52300 - Educational Supplies
- 52400 - Repair Supplies
- 52600 - Office Supplies
- 52900 - Other Supplies
- 52205 – Food Products
- 53709 – Advertising – Promotional (Give away items such as T-shirts, pens, lanyards, etc)
- 56905 – Non Employee awards (Gift cards)

For a complete listing of all accounts codes:

Chart of Accounts - [Expense Codes](#)