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" scr	reen
---------------------------	---	------

Business Unit NCSU1 NC Stat Requester JMAITKEN Joan M Phone 919/513-1822 Requisition Name Amazon.com Supplier ID 0000022238 Amazon Requisition ID 0000499920			Ship To 102_LD Q Attention To Joan M Aitken Address 2610 CATES AVE Loading Dock, TA RALEIGH, NC 27	E ALLEY STUDENT CENTER			
Percentage Project ID Description 1 100.0000 371395- Finance Adjust Distributions quisition 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		\bigcirc	Û
2 Hole Puncher, 2HP, 1/4-Inch Si	1.0000	Each	3.9100	3.91		\bigcirc	Û
A The Puncher, ZHP, 1/4-Inch St		Each	61.1800	61.18		\bigcirc	1
a a a a a a a a a a a a a a a a a	1.0000	Loon					-
	1.0000	Each	11.0700	11.07		\bigcirc	Î

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

ust Distributio	ns						
Percent 1 100.0000	SpeedType Key	Project ID 371395-30000	DeptID 240101	Fund Code 91000	Program Code	Class Field	+ -
	ancel	-					

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

Business Unit NCSU	I1 NC State University		Ship To	102_LD 🔍				
Requester JMAIT	TKEN Joan M Aitken		Attention To	Joan M Aitken				
Phone 919/5	13-1822		Address	2610 CATES AVE				
Requisition Name Amaz	on.com			Loading Dock, TALLEY RALEIGH, NC 27607	STUDENT CENTER	2		
Supplier ID 00000								
Requisition ID 00004	199920							
Immary: Total Amount 86.08 USD Percentage Project ID Description 1 100.0000 371395- 30000 Finance	n							
Percentage Project ID Descriptio	on							
Percentage Project ID Description 1 100.0000 371395- 30000 Finance Adjust Distributions Image: Control of the second sec		antity UO	м	Price	Total	Details	Comments	Delete
Percentage Project ID Description 1 100.0000 371395- 30000 Finance Adjust Distributions	Qu	antity UO		Price 9.9200	Total 9.92	Details	Comments	Delete
Percentage Project ID Description 1 100.0000 371395- 371395- Finance Finance Adjust Distributions Intersection Intersection Line Description Intersection 1 Pilot Precise P-500 Gel Intersection	Qu 1.0		h				-	
Percentage Project ID Description 1 100.0000 371395- 371395- 371395- Finance Finance Adjust Distributions International State Description Line Description International State 1 Pilot Precise P-500 Gel International State	Qu 1.0	0000 Eac	h	9.9200	9.92		\bigcirc	Û

Click on the "Expand All" button

		Inting Lines bution Information	Asset Informati	ion					Personalize	Find View All 🗐	First 🕚 1 of 1 🕑	Last
	Line	SpeedType Key	Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt	
	1	٩	371395-30000	52600 Q	240101	91000	170	38	100.0000	1.0000	9.92	• =
2	Hole	Puncher, 2HP, 1/4-Incl	h si		1.0000	Each		3.9100		3.91		Û
	*Distribut	te By Qty	Y									
	-	Inting Lines						Per	rsonalize Find V	íew All 🖉 🔣	First 🕚 1 of 1 🕭 Last	
	Line	bution Information SpeedType Key	Asset Informat	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt	
	1	Q	371395-30000	52400 Q	240101	91000	170	38	100.0000	1.0000	3.91 🛨 💻	
		Inting Lines	Asset Informat	tion (IIII)				Per	rsonalize Find V	íew All 💷 🔜	First 🕚 1 of 1 🕑 Last	
	Distril Line	bution Information	Asset Informat	Account	Dept	Fund	Program	Class	Percent	Quantity	Merchandise Amt	
	1		371395-30000		240101	91000	170	38	100.0000	1.0000	61.18 +	
		ume Green Glow Stick	s-Pr		1.0000	Each		11.0700		11.07		Û
4	Cyalu											
	Cyalu *Distribut	te By Qty	Ŧ									
	*Distribut	unting Lines		ion (III)				Per	rsonalize Find V	íew All 💷 🔣	First 🕚 1 of 1 🕑 Last	
	*Distribut		<u>A</u> sset Informat Project ID	tion (TTT) Account	Dept	Fund	Program	Per	rsonalize Find \ Percent	fiew All 🖉 🔜 Quantity	First ④ 1 of 1 ④ Last	
	*Distribut Accou Distril	Inting Lines bution Information SpeedType Key	Asset Informat	Account		Fund 91000	Program 170					

Check each account number and change where applicable

1	Description		Quantity	UOM		Price			Details	Comments	D)elete
	Pilot Precise P-500 Gel Ink Ro		1.0000	Each		9.9200		9.92		\Diamond		Î
*	Distribute By Qty V											
	Accounting Lines						Personalize	Find View All	2 📑	First 🕚 1	1 of 1 🛞 L	Last
	Distribution Information Asset Inf	ormation 💷										
	Line SpeedType Key Project ID	Account	Dept	Fund	Program	Class	Percent	Quantity		Merchandis	se Amt	
	1 371395-3	0000 52600 Q	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	1	\bigcirc		Î
	Distribute By Qty V											
	Accounting Lines					Per	rsonalize Find V	/iew All 💷 🚦	First	🕚 1 of 1 🛞	Last	
		ormation 💷										
	Line SpeedType Key Project ID		Dept	Fund	Program	Class	Percent	Quantity		chandise Amt		
	1 371395-3	0000 52400	240101	91000	170	38	100.0000	1.000	0	3.91	+ -	
r 🔲 3	Gaiam Balance Ball Chair - Cla		1.0000	Each	1	61.1800		61.18		\bigcirc		Î
,	Distribute By Qty V											
	Accounting Lines					Per	rsonalize Find V	view All 💷 📱	First	🕚 1 of 1 🖲	Last	
	Accounting Lines	ormation									Last	
	Accounting Lines		Dept	Fund	Program	Class	rsonalize Find ∨ Percent	vîew All 🛃 🧱		chandise Amt		
	Accounting Lines Distribution Information	Account	Dept 240101	Fund 91000	Program 170			Quantity	Mer	chandise Amt	Last	
4	Accounting Lines Distribution Information Asset Inf Line SpeedType Key Project ID	Account			170	Class	Percent	Quantity	Mer	chandise Amt		Û
4	Accounting Lines Distribution Information Line SpeedType Key Project ID 1 Q 371395-3 Cyslume Green Glow Sticks - Pr Distribute By Qty Accounting Lines	Account 00000 52600	240101	91000	170	Class 38 11.0700	Percent	Quantity 1.000 11.07	Merr	chandise Amt 61.18 [+ -	Û
″ 🔲 4	Accounting Lines Distribution Information Line SpeedType Key Project ID 1 Q 371395-3 Cyslume Green Glow Sticks - Pr Distribute By Qty Accounting Lines	Account	240101	91000	170	Class 38 11.0700	Percent 100.0000	Quantity 1.000 11.07	Merr	61.18	+ -	ŭ
4	Accounting Lines Distribution Information Line SpeedType Key Project ID 1 Cyalume Green Glow Sticks - Pr Distribute By Qty Accounting Lines	Account 0000 52600 (C	240101	91000	170	Class 38 11.0700	Percent 100.0000	Quantity 1.000 11.07	Merri First	chandise Amt 61.18 () () 1 of 1 () chandise Amt	+ -	Û

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 - <u>Expense Codes</u>