

Completing the Checkout Process

Based on your assigned role, you will select:
Proceed to Checkout (Requisitioner)
or
Assign Cart (Shopper)

Shopping Cart for Melisse Shepherd

Continue Shopping

Name this cart: 2013-02-05 BNB57 01

3 Item(s) for a total of **109.65 USD**
subtotal: 109.65 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes?

STAPLES Staples/Summus

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 6/26/2013 11:25:40 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Post-it Self-Stick Easel Pad, 30 Sheets, Grid Ruled, White, 30" H x 25" W, 2/Ct	36.55 USD	3	109.65 USD
Item added on Jun 26, 2013			
<input type="button" value="Remove"/>			
Part Number 506808			
Manufacturer Info 560 - (3M Corporation)			
Commodity Code <input type="text" value="Office Equipment and"/> <input type="button" value=""/>			

Completing the Checkout Process – General Tab

Once Place Order has been selected, you are taken to the Final Review workflow. Any tabs with a red triangle require additional information to complete.

- STEP 1:** Be aware of any alerts on any of the check-out tabs. A box will display a message if there are any errors and if they are critical stops and the information needs to be entered before you can proceed or the message is a warning and you can proceed with the next step without corrective action.
- STEP 2:** If the message is a warning, you can enter in the information if you choose. Click on the **edit** button to edit the cart information. You can change the Cart Name, Description, Priority, and Prepared For fields, in case you are submitting this cart for someone else. Once the information has been entered, click **Save**.

The screenshot displays the checkout process interface. At the top, a navigation bar shows tabs: General (checked), Shipping (warning), Billing (warning), Accounting Codes (warning), Internal Notes and Attachments (checked), External Notes and Attachments (checked), Purchasing Use Only (checked), and Final Review (warning). A yellow message box states: "You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Shipping. Go straight to the end: Final Review." Below this, a red-bordered warning box says: "You need to be aware of the following issue(s), but it will not prevent you from submitting your request." with a bullet point: "Empty field: Description". A blue box with the number "1" is next to it. The main content area has tabs for Requisition, PR Approvals, PO Preview, Comments, Attachments, and History. Under Requisition, there are sub-tabs: Summary, Shipping, Billing, Accounting Codes, Supplier Info, and Taxes/S&H. The "General" tab is active, showing fields for Cart Name (2020-01-30 jn11 01), Description (no value), Priority (Normal), Prepared by (Judi Nicholson), and Prepared for (Judi Nicholson). An "edit" button is highlighted with a blue box and the number "2". To the right, a "General" dialog box is open, showing the same fields with a "Save" button highlighted by a red box.

Completing the Checkout Process – Shipping Tab

- STEP 1:** Click **Required field** in the Shipping box to insert address.
- STEP 2:** Click on **select from org addresses** and select your Shipping Address from the drop-down-menu. **UDC** is the standard org address for most departments.
Additional org addresses can be selected by following the **select from org addresses link. You can either enter a nickname/address or click on **Search**. Select your address from the drop-down menu.
**If you have designated a list of favorite/default Ship To addresses when setting up defaults in your profile you will only see those in the drop-down menu.
- STEP 3:** Enter contact information in **Address Details** fields.
- STEP 4:** Click **Save**.

The screenshot displays the 'Shipping' tab in a software application. At the top, a navigation bar includes 'Shipping', 'Billing', 'Accounting Codes', 'Internal Notes and Attachments', 'External Notes and Attachments', 'Purchasing Use Only', and 'Final Review'. A yellow warning banner states: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' Below this, a list of required fields includes 'Required field: Shipping address'. The main content area has tabs for 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Shipping' tab is active, showing a 'Shipping address' field with a 'Required field' error and a 'select from org addresses' link. A 'Ship To' dialog box is open, showing 'No User Addresses' and a 'select from org addresses' link. An 'Address Search' dialog box is also open, showing a search field and a 'Search' button. The 'Address Details' section is visible, showing fields for 'Contact Line 1 *', 'Room *', 'Bldg *', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Country'. A 'Save' button is highlighted. Numbered callouts 1, 2, 3, and 4 are placed over the 'Required field' error, the 'select from org addresses' link, the 'Address Details' section, and the 'Save' button, respectively.

To designate a default **Shipping Address**, see **Profile Setup**

Completing the Checkout Process – Billing Tab

STEP 1: Click **Required field** in the Billing box.

Step 2: Click on the down arrow and select **BillTo**.

STEP 3: Click **Save**.

General Shipping **Billing** Accounting Codes Internal Notes and Attachments External Notes and Attachments Purchasing Use Only Final Review

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Billing address

Requisition PR Approvals PO Preview Comments Attachments History

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

Billing

These values apply to all lines unless specified by line item

Bill To

Billing address

no value

edit

edit

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address

select from org addresses

BillTo

Construction

Bill To

Complete the fields below to enter your billing address for this order. If you need to make a change, select a different address from the available options.

Billing address

select from org addresses

BillTo

Address Details

Contact Line 1	Attn: Invoices
Address Line 1	P.O. Box 747
City	San Marcos
State	TX
Zip Code	78667-0747
Country	United States

Save this address for future use

Save

To designate a default **Billing Address**, see **Profile Setup** section.

Completing the Checkout Process – Accounting Codes Tab

ASSET



Accounting Codes is the most important section in the checkout process!

- STEP 1:** Click **Required field** in the Account Assignment Category field. **Other Information** menu appears.
- STEP 2:** Type **A** in **Account Assignment Category** field. Enter 4-digit **Storage Location** code, select from defaulted profile values, or select from all values list.
- STEP 3:** Click **Save**.
- STEP 4:** Click **Required field** under **Fund**. Accounting Codes menu opens. Proceed to next page to complete entry.

The screenshot displays the 'Accounting Codes' tab in a software interface. At the top, a navigation bar includes tabs for 'General', 'Shipping', 'Billing', 'Accounting Codes' (highlighted), 'Internal Notes and Attachments', 'External Notes and Attachments', 'Purchasing Use Only', and 'Final Review'. Below the navigation bar, a yellow warning box states: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' It lists four required fields: Account Assignment Category, Fund, G/L Account, and Storage Location.

The 'Other Information' section is divided into two parts. The first part shows the 'Account Assignment Category' and 'Storage Location' fields. Both fields have a 'Required field' indicator (a red circle with a white 'x') and a 'Select from all values...' dropdown menu. A blue box with the number '1' is placed over the 'Required field' indicator for the 'Account Assignment Category' field.

The second part of the 'Other Information' section shows the 'Account Assignment Category' field with the value 'A' entered. A blue box with the number '2' is placed over the 'Required field' indicator. To the right, the 'Storage Location' field has the value 'JCKP' entered. A blue box with the number '2' is placed over the 'Required field' indicator. A blue box with the number '3' is placed over the 'Save' button.

The bottom part of the form shows the 'Fund' field with a 'Required field' indicator and a blue box with the number '4' placed over it. Other fields include 'Cost Center' (no value), 'Internal Order' (no value), 'WBS Element' (no value), and 'G/L Account' (no value).

Completing the Checkout Process – Accounting Codes Tab

ASSET



Accounting Codes is the most important section in the checkout process!

STEP 5: Type in the appropriate **Fund** or select from defaulted profile values, or select from all values list.

STEP 6: Type in the appropriate **G/L** number, select from defaulted profile values, or select from all values list.

****Correct G/L *must* be entered to generate Asset Review workflow where Materials Management will add the Asset number. Use the [GL/Asset Reference guide](#) if necessary.**

STEP 7: Based on Funding, enter either **Cost Center** or **Internal Order** number.

STEP 8: Click **Save**.

The screenshot shows the 'Accounting Codes' form with the following fields and callouts:

- 5:** Fund field containing '2000011020'.
- 7:** Cost Center field containing '1410140000'.
- 6:** G/L Account field containing '737800'.
- 8:** Save button.

Asset GL Codes	
737800	Computers
737800	Printers
737800	iPads/Tablets, Smartphones
737400	TVs
737400	Cameras, Camcorders

See Multiple Funding section for instructions on splitting line item funding.

Completing the Checkout Process – Accounting Codes Tab

COST CENTER



Accounting Codes is the most important section in the checkout process!

- STEP 1:** Click **Required field** in the Account Assignment Category field. **Other Information** menu appears.
- STEP 2:** Type **K** in **Account Assignment Category** field.
- STEP 3:** Enter 4-digit **Storage Location** code, select from defaulted profile values, or select from all values list.
- STEP 4:** Click **Save**.
- STEP 5:** Click **Required field** under **Fund**. Accounting Codes menu opens. Proceed to next page to complete entry.

Accounting Codes

These values apply to all lines unless specified by line item

Account Assignment Category	Storage Location
<input type="text" value="Required field"/> 1	<input type="text" value="Required field"/>

Purchasing Group	PO Type	Limit	Expected Value	Overall Limit	Valid Start Date (Enter MMDDYYYY)	Valid End Date (Enter MMDDYYYY)
CPO Central Purchasing Office	BC Bobcatalog Local	no value	no value	no value	no value	no value

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number
<input type="text" value="Required field"/> 5		no value	no value	<input type="text" value="Required field"/>	no value	no value

Other Information

Account Assignment Category

<input type="text" value="K"/> 2	<input type="text" value="JCKP"/> 3
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4

Completing the Checkout Process – Accounting Codes Tab

COST CENTER



Accounting Codes is the most important section in the checkout process!

- STEP 6:** Enter **Fund** (Cost Center funds begin with either 1 or 2), select from defaulted profile values, or select from all values list.
- STEP 7:** Enter **Cost Center** number or select from defaulted profile values, or select from all values list.
**Internal Order field should be *blank* when using K as the Account Assignment Category.
- STEP 8:** Type in **G/L** number, select from defaulted profile values, or select from all values list.
- STEP 9:** Click **Save**.

The screenshot shows the 'Accounting Codes' tab in a checkout process. The form includes the following fields and values:

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number
2000011020	1410140000			730000		

Buttons: Save, Cancel

See Multiple Funding section for instructions on splitting line item funding.

Completing the Checkout Process – Accounting Codes Tab

INTERNAL ORDER



Accounting Codes is the most important section in the checkout process!

- STEP 1:** Click **Required field** in the Account Assignment Category field. **Other Information** menu appears.
- STEP 2:** Type **F** in **Account Assignment Category** field.
- STEP 3:** Enter 4-digit **Storage Location** code, select from defaulted profile values, or select from all values list.
- STEP 4:** Click **Save**.
- STEP 5:** Click **Required field** under Fund. Accounting Codes menu opens. Proceed to next page to complete entry.

Completing the Checkout Process – Accounting Codes Tab

INTERNAL ORDER



Accounting Codes is the most important section in the checkout process!

- STEP 6:** Enter **Fund** (Internal Order funds begin with either 7 or 8.), select from defaulted profile values, or select from all values list.
- STEP 7:** Enter **Internal Order** number, select from defaulted profile values, or select from all values list.
**Cost Center field should be *blank* when using F as the Account Assignment Category.
- STEP 8:** Type in G/L number, select from defaulted profile values, or select from all values list.
- STEP 9:** Click **Save**.

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account
2000011020 Select from all values... Required field		9000001449		730000 Select from all values... Required field

Save

See Multiple Funding section for instructions on splitting line item funding.

Completing the Checkout Process – Accounting Codes Tab

STATISTICAL INTERNAL ORDER



Accounting Codes is the most important section in the checkout process!

- STEP 1:** Click **Required field** in the Account Assignment Category field. **Other Information** menu appears.
- STEP 2:** Type **S** in **Account Assignment Category** field.
- STEP 3:** Enter 4-digit **Storage Location** code, select from favorite/defaulted profile values, or select from master value list.
- STEP 4:** Click **Save**.
- STEP 5:** Click **Required field** under Fund. Accounting Codes menu opens. Proceed to next page to complete entry.

Other Information

Account Assignment Category

Storage Location

Required field

1

Select from all values... Required field

Save Cancel

Other Information

Account Assignment Category

S

Select from all values... Required field

2

3

JCKP

Select from all values... Required field

Save

4

Accounting Codes

Fund

Cost Center

Internal Order

WBS Element

G/L Account

Asset

Asset Sub-Number

add split

Required field

5

Select from all values... Required field

recalculate / validate

Save Cancel

Completing the Checkout Process – Accounting Codes Tab

STATISTICAL INTERNAL ORDER



Accounting Codes is the most important section in the checkout process!

- STEP 6:** Enter **Fund**, select from defaulted profile values, select from favorite/defaulted profile values, or select from master value list.
- STEP 7:** Enter **Cost Center**, select from favorite/defaulted profile values, or select from master value list.
- STEP 8:** Enter the **Statistical Internal Order** number in the **Internal Order** field, select from favorite/defaulted profile values, or select from master value list.
- STEP 9:** Enter the **G/L** number, select from defaulted profile values, select from favorite/defaulted profile values, or select from master value list
- STEP 10:** Click **Save**.

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account
2000011020 Select from all values... Required field	1410140000	5100000005		730000 Select from all values... Required field

Save

See Multiple Funding section for instructions on splitting line item funding.

Completing the Checkout Process – Accounting Codes Tab

GRANTS



Accounting Codes is the most important section in the checkout process!

- STEP 1:** Click **Required field** in the Account Assignment Category field. **Other Information** menu appears.
- STEP 2:** Type **F** in **Account Assignment Category** field.
- STEP 3:** Enter 4-digit **Storage Location** code, select from favorite/defaulted profile values, or select from master value list.
- STEP 4:** Click **Save**.
- STEP 5:** Click **Required field** under Fund. Accounting Codes menu opens. Proceed to next page to complete entry.

Other Information

Account Assignment Category

Storage Location

Required field

1

Select from all values...

Required field

Save Cancel

Other Information

Account Assignment Category

F

Select from all values...

Required field

2

JCKP

Select from all values...

Required field

3

Save

4

Accounting Codes

Fund

Cost Center

Internal Order

WBS Element

G/L Account

Asset

Asset Sub-Number

add split

Required field

5

Select from all values...

Required field

recalculate / validate

Save Cancel

Completing the Checkout Process – Accounting Codes Tab

GRANTS



Accounting Codes is the most important section in the checkout process!

- STEP 6:** Enter **Fund**, select from defaulted profile values, select from favorite/defaulted profile values, or select from master value list.
- STEP 7:** Enter the **Grant** number in the **Internal Order** field, select from favorite/defaulted profile values, or select from master value list.
- STEP 8:** Enter the **G/L** number, select from defaulted profile values, select from favorite/defaulted profile values, or select from master value list.
- STEP 9:** Click **Save**.

Fund	Cost Center	Internal Order	WBS Element	G/L Account
2000011020 Select from all values... Required field		8000002409		730000 Select from all values... Required field
				<input type="button" value="Save"/> <input type="button" value="Cancel"/>

See Multiple Funding section for instructions on splitting line item funding.

Completing the Checkout Process – Internal Notes and Attachments

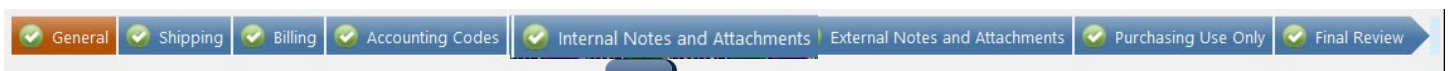
STEP 1: Click on **Internal Notes and Attachments** or **Internal Notes and Attachments** tabs. This is optional.

****Internal attachments are NOT seen by the vendor. Use Internal for attachments for Purchasing or Accounts Payable offices, e.g. Sole Source/Proprietary form, Bids, Quotes, Proposals.**

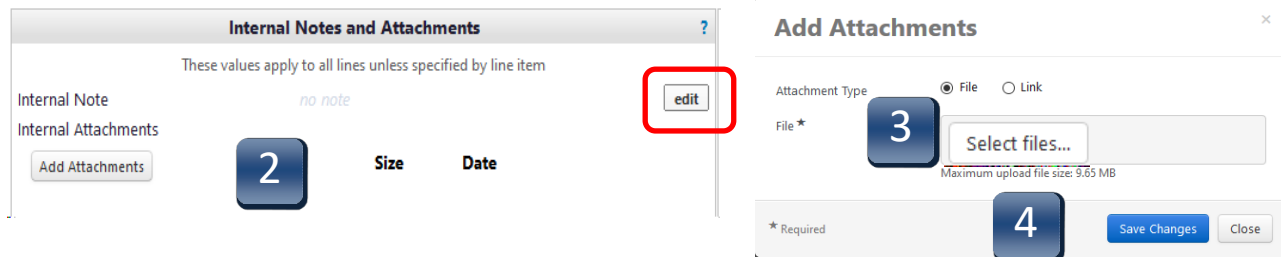
STEP 2: Click on **add attachments** .

STEP 3: Click on **Select Files...** Choose file from saved location.

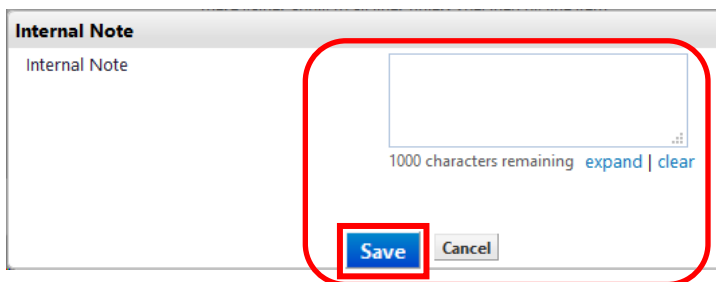
STEP 4: Click **Save Changes**.



Internal Notes and Attachments

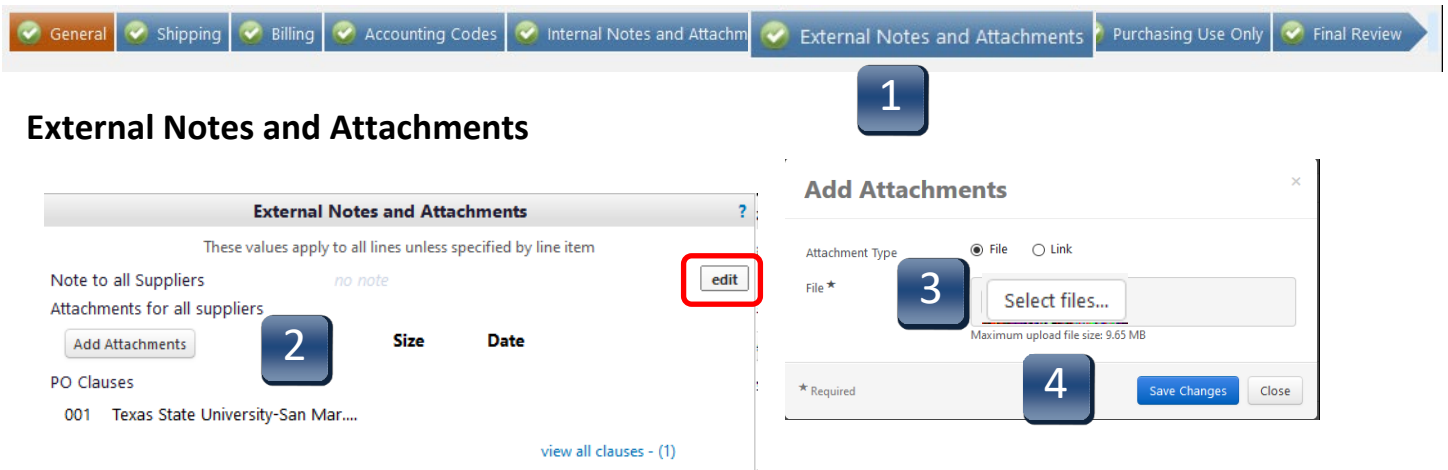


To add an internal note, click on edit, add your note and click **Save**.

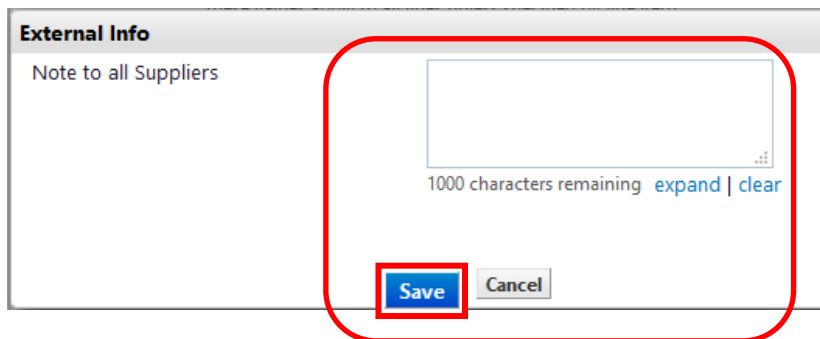


Completing the Checkout Process – External Notes and Attachments

- STEP 1:** Click on **External Notes and Attachments** tab. This is optional.
****External attachments are seen by the vendor. Use Internal for attachments for Purchasing or Accounts Payable offices, e.g. Sole Source/Proprietary form, Bids, Quotes, Proposals, etc.**
- STEP 2:** Click on **add attachments**.
- STEP 3:** Click on **Select Files...** Choose file from saved location.
- STEP 4:** Click **Save Changes**.



To add an external note, click on edit, add your note and click **Save**.

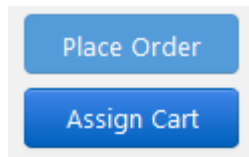


Completing the Checkout Process – Final Review

When all checkout process tabs have green checks indicating their completion, click Final Review to make ready for submission.

Based on your role, you may Place Order or Assign Cart.

Once you have corrected any missing information, your bar should have all green checks. If you do not have any Internal/External Notes or Attachments, click on **Final Review**. This will bring up the requisition. Review all information before you either **Place Order** or **Assign Cart**.



Completing the Checkout Process – Multiple Funding

A cart can have multiple funding splits in two ways:

1. Split of entire cart by percentage
2. Split of individual line items by percentage or designated amount.

Entire Cart by Percentage

STEP 1: While the requisition is in the Final Review workflow, click on the **Accounting Codes** tab.

STEP 2: In the header area at the top of the Accounting Codes tab, click the third **edit** button. **Accounting Codes pop-up menu** appears.

STEP 3: Click **add split**. Second row of code fields appears.

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

Summary | Shipping | Bi | **Accounting Codes** | Taxes/S&H

Accounting Codes

Account Assignment Category: K Cost Center | Storage Location: JCKP Purchasing

Purchasing Group: CPO Central Purchasing Office | PO Type: BC Bobcatalog Local | Limit: no value | Expected Value: no value | Overall Limit: no value | Valid Start Date: no value | Valid End Date: no value

Fund: 2000011020 Des Method | Cost Center: 1410140000 Procurement | Internal Order: no value | WBS Element: no value | G/L Account: 730000 Consumable Supplies | Asset: no value | Asset Sub-Number: no value

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number
2000011020 Select from all values...	1410140000 Select from profile values... Select from all values...	Select from all values...	Select from all values...	730000 Select from all values...	Select from all values...	Select from all values...

recalculate / validate

Save Cancel

Completing the Checkout Process – Multiple Funding

- STEP 4:** Selection can only be split by percentage. If you need to split by a certain amount, you must do this by line item.
- STEP 5:** Over write the funding on the line(s) that you want to use for the split. You can also change the original funding.
- STEP 6:** Enter the percentage the cart will be split by. Once you have added the percentages, click on **recalculate / validate**. This will show the total percentage. The total percentage must be 100%.
- STEP 7:** If you will be splitting by 3 or more funds, click on **add split** and another line will be added.
- STEP 8:** Click **Save** when all splits have been added.

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-N	% of Price	
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			0	4 <small>add split</small>
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			0	6 <small>remove</small>
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			0	5 <small>remove</small>

Split Total 0% **7** **add split**

6 **recalculate / validate** calculations

8 **Save** cancel

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number	% of Price	
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			50	
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			50	

Split Total 100% **6** **recalculate / validate** show monetary calculations

Completing the Checkout Process – Multiple Funding

Split by Line Item

- STEP 1:** While the requisition is in the Final Review workflow, click on the **Accounting Codes** tab.
- STEP 2:** In the line item area at the bottom of the Accounting Codes tab, click the third **edit** button—right above Supplier subtotal. Accounting Codes pop-up menu appears.
****Note: You cannot split an asset that has been assigned an asset number**
- STEP 3:** Click **add split**. Second row of code fields appears.

The screenshot shows the 'Accounting Codes' tab selected in the requisition workflow. A blue box with the number '1' highlights the 'Accounting Codes' tab. Below it, the 'Possible Missions' table is visible, with a blue box with the number '2' highlighting the 'edit' button for the 'Accounting Codes (same as header)' row. The table contains the following data:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 BEAKER GRIFFIN PA 30ML 12/PK more info...	0259110AA	PK	57.91	1 PK	57.91 USD
Other Information (same as header)					edit
Other Information 2 (same as header)					edit
Accounting Codes (same as header)					edit

Below the table, the 'Accounting Codes' pop-up menu is shown. A blue box with the number '3' highlights the 'add split' button. The menu contains the following fields:

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Number
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>		

At the bottom of the pop-up menu, there are 'Save' and 'Cancel' buttons, and a 'recalculate / validate' link.

Completing the Checkout Process – Multiple Funding

- STEP 4:** Choose the method of splitting the funding from the drop-down menu.
- STEP 5:** Enter the information for the second funding information. Once you have added the information, click on **recalculate / validate**. The Split Total must equal either 100%, total amount of line item and/or total quantity.
- STEP 6:** If you will be splitting by 3 or more funds, click on **add split** and another line will be added.
- STEP 7:** Click **Save** when all splits have been added.

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Nu	Amount
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			50.00
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		<small>Select from all values...</small>	734000		7.91

Line subtotal: 57.91 USD Split Total 0

Buttons: **4** (dropdown menu), **5** (dropdown menu), **6** (add split), **5** (recalculate / validate), **7** (Save)

Accounting Codes

Fund	Cost Center	Internal Order	WBS Element	G/L Account	Asset	Asset Sub-Number	Amount of Price
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		730000 <small>Select from all values...</small>			50.00
2000011020 <small>Select from all values...</small>	1410140000 <small>Select from profile values... Select from all values...</small>	<small>Select from all values...</small>		<small>Select from all values...</small>	734000		7.91

Split Total 57.91 USD

Buttons: **5** (dropdown menu)