

Navigate to the Accounting tab. Accounting details will populate based on header information and Personal Profile. The Account Assignment can be updated at the header or line level.

\checkmark Accounting	GL Account (000051003	(CONSUMABLE SUPPLIES - OFFI	ICE))		
Account Type		Bill To			
Expense	\sim	TRBU (Bosto	n University)		
		25 Buick Str	eet Boston, MA 02215 United States		
Account Assignment *	* 🛈 🚺	GL Account (D		
K (Cost center)	~	0000510030	(CONSUMABLE SUPPLIES		
K (Cost center)					
P (Project)		Split account	ing		
F (Order)			-		
A (Asset)	(075	`ommonwealth Avenue))			
Browse all	(975	ommonweatth Avenue))			
	✓ Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))				
	Account Type		Bill To		
	Expense	\sim	TRBU (Boston University)		
			25 Buick Street Boston, MA 02215 United States		
	Account Assignment * (i)		GL Account (i)		

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F (Order)

(no value)

BOSTON

UNIVERSITY

Internal Order (i)

A Internal Order is not acceptable

0000510030 (CONSUMABLE SUPPLIES -

Split accounting

Assignment and select Order
 Once you select Order under Account Assignment, you will see the drop down for Internal Order.

Click the drop down to select the **Account**

Search for and select the appropriate Internal Order number.

Accounting GL Account (0000510030 Account Type Expense	(CONSUMABLE SUPPLIES - OFFICE)) Bill To TRBU (Boston University) 25 Buick Street Boston, MA 02215 United States			3 Click the drop down to change the Internal Order. History
Account Assignment * (i) F (Order) ~	GL Account () 0000510030 (CONSUMABLE SUPPLIESv			will display. Click Browse all to view options.
(no value) Clear selection 00900000101 (FMP ASSOC VP INDIRE (975 C 009010000084 (24CUMM Economo Offi	Split accounting ommonwealth Avenue))	-		Specify search criteria (i.e., Description or Internal Order)
009060000004 (ISR Nr:9060000004) 009500309122 (Mechanisms of myelin) 009500308900 (Rewiring of Regulatory)	Internal Order		×	Search and click Choose.
009500300662 (Primary Account) 009500309801 (BU COMPANY CODE D 009090000061 (CAS BIOLOGY-DISCRET	Internal Order V 00900000010	02 Q 4		
009500308757 (Neurotechnology Hub) 009000000103 (FMP ELE SHOP INDIRE	Description 00900000101 FMP ASSO	Description C VP INDIRECT Choose	^	
	00900000102 FMP FIN & 00900000103 FMP ELE S	ADMIN INDIRECT Choose Choose Choose		
	00900000104 FMP CAR S 00900000105 FMP PLU S	SHOP INDIRECT Choose SHOP INDIRECT Choose		
BOSTON UNIVERSITY	00900000106 FMP PNT S	SHOP INDIRECT Choose	-	3

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View the updated values and proceed with check out.

➤ Accounting	GL Account (0000510030 (5 View updated values.	
Account Type		Bill To	
Expense	\sim	TRBU (Boston University)	
		25 Buick Street Boston, MA 02215 United States	
Account Assignment * 🛈		GL Account (i)	
F (Order)	\checkmark	0000510030 (CONSUMABLE SUPPLIES	
Internal Order (j)		Split accounting	
00900000102 (FMP FIN & ADMIN INDIR		optic decounting	

