Adding Financial Information to Requisitions

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Adding Required Financial Details to Requisitions

• Every requisition must have SpeedType and Account Code information prior to being submitted for approval.

• This guide will illustrate:
  – How to add SpeedType and Account Code information to a draft requisition.
  – How to manage funding splits on a requisition.
Adding SpeedTypes to Requisitions

• A SpeedType is linked to the funding source that will be used to pay for your purchase.

• If you are unsure of what SpeedType(s) to charge your purchases to, please contact your unit’s business administrator.
If required information is missing, a notification banner will appear in the sidebar with an error icon (a red circle with an “X”). A blue link will highlight where your attention is needed.

A red Required message also displays next to the field missing the required information.

To add a SpeedType to your requisition, you can click the blue link in the sidebar, the red Required link in the missing field, or the pencil icon in the Accounting Codes section.
To Complete a missing SpeedType:

Click the red **Required** field link under the SpeedType column in the **Accounting Codes** pop-up.
Using the search window, enter search criteria into the **Value** or **Description** field.

Click **Filter**.
Find the SpeedType you want to use from the list of results.

Click ‘+’ to Select.
If you have cost share project or User reference information to add, scroll right to enter.

Click Save.
To Complete a missing **Account Code**:

Click the red **Required** field link next to Account Code in the **Item** section OR in the blue link on the right.
Adding Account Codes to Requisitions

• In UD Exchange, an item’s commodity code (a nationally standardized UNSPSC code for the product type) is directly correlated with specific UD account codes.

• UD Exchange will provide you with a filtered list of Account Codes to select that are allowable for use with your item’s Commodity Code.

• If there is only one Account Code available for use with a Commodity Code, UD Exchange will automatically populate the Account Code field with that code.
To complete a missing **Account Code**:

- Click the blue link in the sidebar,
- the red Required link in the missing field,
- or the pencil icon next to the item.
In the **Edit Line** pop-up, Click the **Magnifying glass** link next to **Account Code**.
Only the account codes associated with the item’s commodity code will appear in the pop-up window.

Scroll to search or enter search criteria by Value or Description.

Click Filter.

When shopping from a catalog supplier, the commodity code will usually default for you. A current commodity code-account code crosswalk can be found under Quick Links on the UD Exchange Home page.
Locate the most accurate Account Code in the list of results.

Click ‘+’ to select.
Your selected Account Code will appear in the Account Code box.

Click Save.

If only one account code matches to that commodity code, it will default and not have to be chosen.
Click **Place Order** once all errors are resolved.
Funding Splits

• Funding splits by **PERCENTAGE** can be entered *in the Accounting Codes header*.  
  – Note that percentages can accommodate four percentage points (e.g., 66.6667).  
  – You will be able to preview dollar splits, but approvers will not.  
  – All vouchers will be split equally across this percentage

• Funding splits by **DOLLAR AMOUNT** must be entered *at the item line*.  
  – If the line is not invoiced in full at once, you will need to clarify for Accounts Payable from which funding sources you want the payment made.
To enter a **Funding Split by PERCENTAGE**, click the pencil icon in the Accounting Codes header section.
Hover your cursor over the accounting codes fields in the pop-up. This will generate a plus sign icon.

1. Click + to add an additional line for the split.
2. You can select percentage of price or percentage of quantity from the drop-down menu. Percentages can have up to four decimal points.

Click Save.

These are the only two options for splits in the Accounting Codes header. Splits by amount of price or amount of quantity must be entered in the line item section.
To edit one of your line items to override the information you entered in the Accounting Codes header:

Click the ellipsis, then select Accounting Codes.
Allocation by percentage is recommended, however, you can opt to allocate by amount of price or amount of quantity in this section if desired.

Make your changes and **Click Save**.

Please note that after you edit line item accounting, the information you entered in the Accounting Codes header will still appear the same; differences will only be reflected on the line. The data on the line item is what will be fed into PeopleSoft and UDataGlance.

If you do choose to allocate a line by amount instead of percentage: Please add an Internal Note to the line explaining to Accounts Payable how you want the amounts applied to each funding source if an invoice does not voucher the line in full.
Other notes

- Users can manually enter and clear values for Cost Share Project and User Ref fields, but not other chartfields associated with the SpeedType.

- The Cost Share Project field can only be populated if there is no Project ID associated with the SpeedType.

- If your requisition is automatically returned to you due to a value in your Accounting Codes section, please refer to the “Auto Return Troubleshooting Tips” guide for more information.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• UNSPSC Commodity Code Lookup
• Commodity Code-Account Code Crosswalk
• Commodity Code-Account Code Crosswalk FACILITIES
• Auto Return Troubleshooting Tips