Editing Charge Account

⚠️ Alert! The account that populates in your requisition is the account that you set as your primary account in your preferences. You will have the option to select a different charge account that you set up in preferences, or you can enter a brand new charge account.

1 After you have added items to your cart, you can hover over the charge account on the right side of the screen to see the combination details.

2 There are two places where you can update the charge account; either on the line item level (you will want to do it here if you intend to split a line item between accounts) or the requisition summary screen.

Cart
Requisition REQ010000000193

Actions ▾   Submit

Lawnmowers
Sold By ROBERTSON CHEATHAM FARMERS

$250.00 Each

Quantity
10

Requisition summary

Subtotal	$2,500.00
Estimated Tax	$0.00
Approval Amount	**$2,500.00**

Description

Requester
Abigail Shellist

Deliver to Location
UT Tower_10_1004

Destination Type
Expense

Charge To
01-1100001-011415-539001-000-0000-00-0000

Funds Status
Not reserved

Budget Date
11/12/2024

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3 Click here.

tal Quantity
)

uantity
)

•••

4 Click "Edit" to change the charge account or split to split the line item between two charge accounts.

Total Quantity
10

Quantity
10

...

Edit

Split
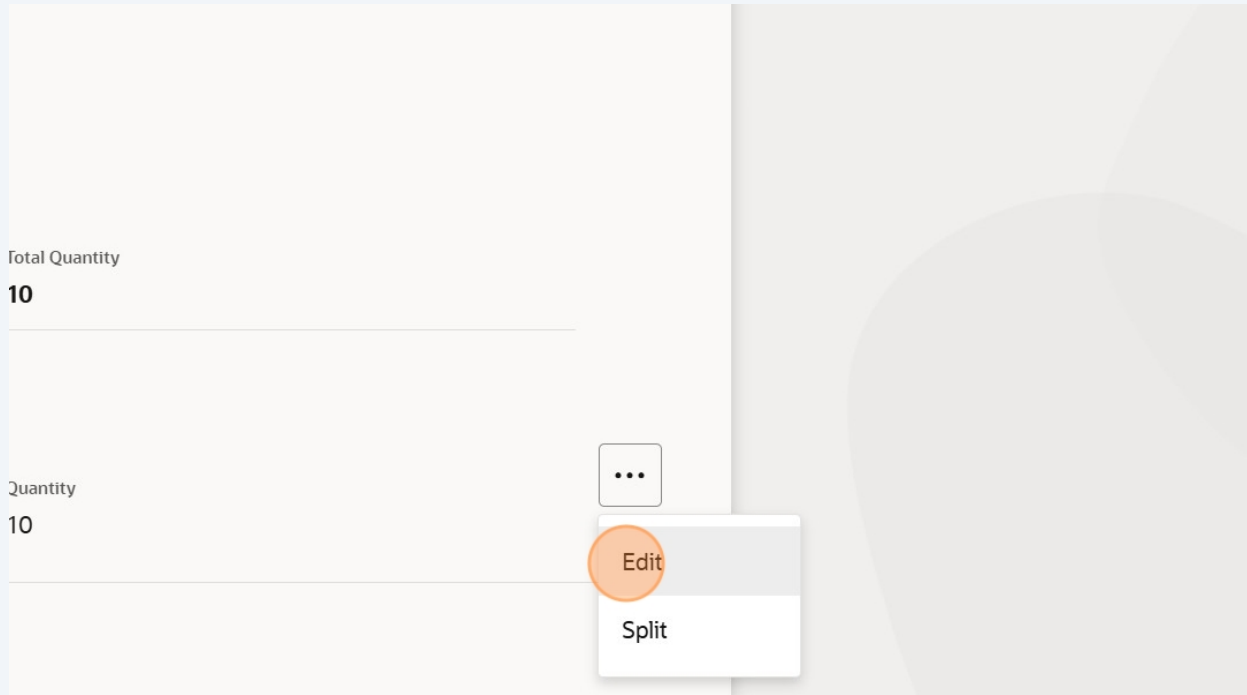
5 Here you can choose the dropdown to select another account that you have already set up in your preferences.

Project costing

Project Number ▼

Charge account

◉ Select favorite charge account   ○ Enter charge account number

Charge Account Nickname
supplies ▼

ⓘ 01-1100001-011415-539001-000-0000-00-
0000
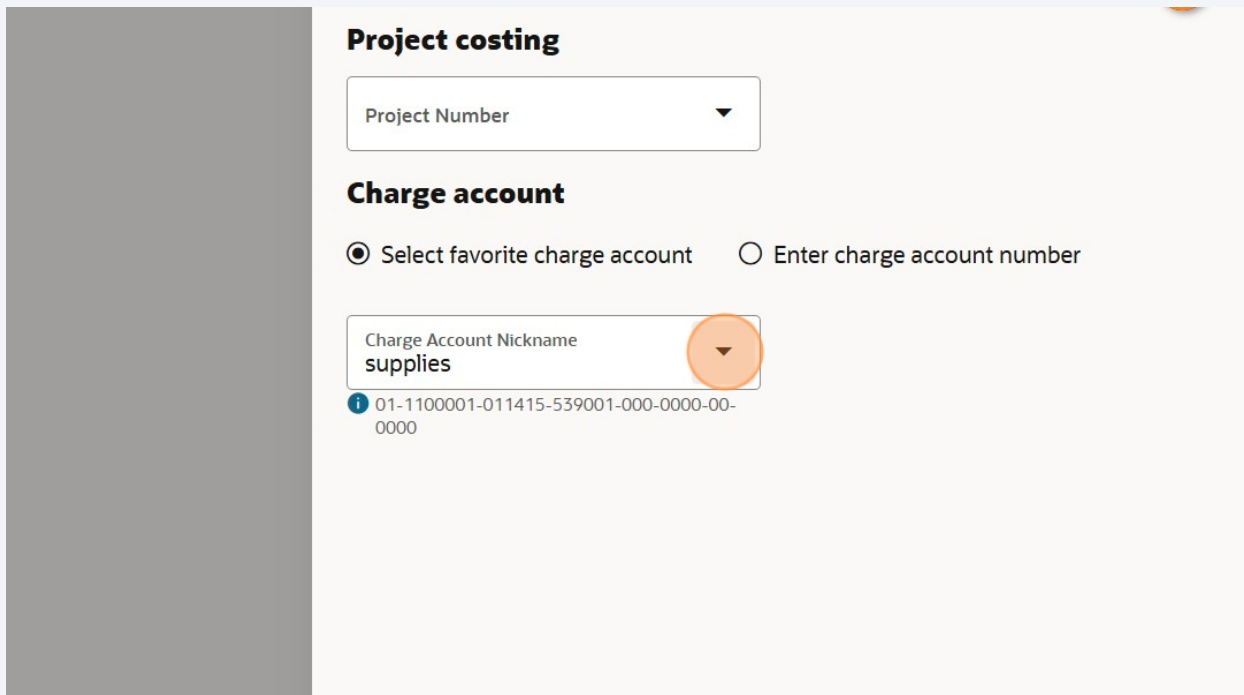
6

Select favorite charge account ⦿   ○ Enter charge account number

Charge Account Nickname
supplies

Equipment
01-1100001-011415-539100-000-0000-00-0000

Operating Supplies
01-1100001-011415-539100-260-0000-00-0000

Supplies2
01-1100001-011410-539100-000-0000-00-0000

supplies
01-1100001-011415-539001-000-0000-00-0000

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7   Or you can enter a new account by clicking the "Enter charge account number" field.

Percentage
100

Budget Date
11/12/2024

Project costing

Project Number

Charge account

⦿ Select favorite charge account   ○ Enter charge account number

Charge Account Nickname
Operating Supplies

8 Click the "Charge To" field.

Project costing

Project Number ▼

Charge account

◯ Select favorite charge account   ⦿ Enter charge account number

Charge To
01-1100001-011415-539001-00 ↗

Combination details		
Segment	Value	Description
Entity	01	UT System
Fund	1100001	Educational & General Funds Cur
Department	011415	Purchasing
Account	-	-
Program	000	Default Program
Activity	0000	Default Activity
InterCo	00	Default Intercompany
Future	0000	Default Future

9 You can delete the information in the charge to field and begin entering the new charge account number.

Project costing

Project Number ▼

Charge account

◯ Select favorite charge account   ⦿ Enter charge account number

Charge To
01-1100001-011415-539001-00 ↗

Account	Description
No matches found.	

10 Type " **delete**"

11 You can type in numbers or text and you will see a dropdown of choices. Make your selection and the next part of the charge account will open. You dop not need to tab or hit enter.

Project costing

Project Number ▼

Charge account

○ Select favorite charge account   ◉ Enter charge account number

Charge To
0-0000-00-0000

Entity	Description
01	UT System
02	General University
03	UT Institute For Public Service
04	UT Municipal Technical Advisory Service

12 Click "01"

Charge account

○ Select favorite charge account   ● Enter charge account

Charge To
Entity - - - - - - -

Entity	Description
01	UT System
02	General University
03	UT Institute For Public Service
04	UT Municipal Technical Advisory Service
05	UT County Technical Assistance Service

Total Quantity
10

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13 Next, pick the fund by entering the number or by using text

Charge account

○ Select favorite charge account   ● Enter c

Charge To
01-

Fund	Description
1100001	Educational & General Funds Current Unrestricted
1100002	Educational & General Funds Current Unrestricted Access & Diversity
1100006	Educational & General Funds Current Unrestricted F&A
1100011	Educational & General Funds Current Unrestricted Self Funded
1100099	Blank Fund Conversion

14 Type your department code in or use text

Charge account

○ Select favorite charge account   ● Enter charge account n

Charge To
01-1100001-011415   ↗

Department	Description
011415	Purchasing

Total Quantity
10

⚠ Alert! The next step is the account segment of the charge account. This segment named account, is what we used to know as the GL code. You will need to select the correct account (GL code) for the type of purchase you are making.

15 Enter the account number or use text

Charge account

○ Select favorite charge account   ◉ Enter charge account n

Charge To
01-1100001-011415-539100   ⬈

Account	Description
539100	Operating Supplies

Total Quantity
10

16 Select the program

Program	Description
220	Research
230	Public Service
240	Academic Support
250	Student Services
260	Institutional Support

Total Quantity
10

Quantity
10

Ca

17   Select the activity

Charge account

○ Select favorite charge account   ● Enter charge account num

Charge To
01-1100001-011415-539100-26   ⬈

Activity	Description
0000	Default Activity
0001	Academic Success in Recovery
0003	Affordable Course Materials
0004	Alzheimers Disease
0005	Antimicrobial Fruit Coating

Total Quantity
10

18   Select the InterCo

Charge account

○ Select favorite charge account   ● Enter charge account num

Charge To
01-1100001-011415-539100-26   ⬈

InterCo	Description
00	Default Intercompany
01	UT System
02	General University
03	UT Institute For Public Service
04	UT Municipal Technical Advisory Service

Total Quantity
10

19   Select the Future

Charge account

○ Select favorite charge account   ● Enter charge account num

Charge To
01-1100001-011415-539100-26   ⬚↗

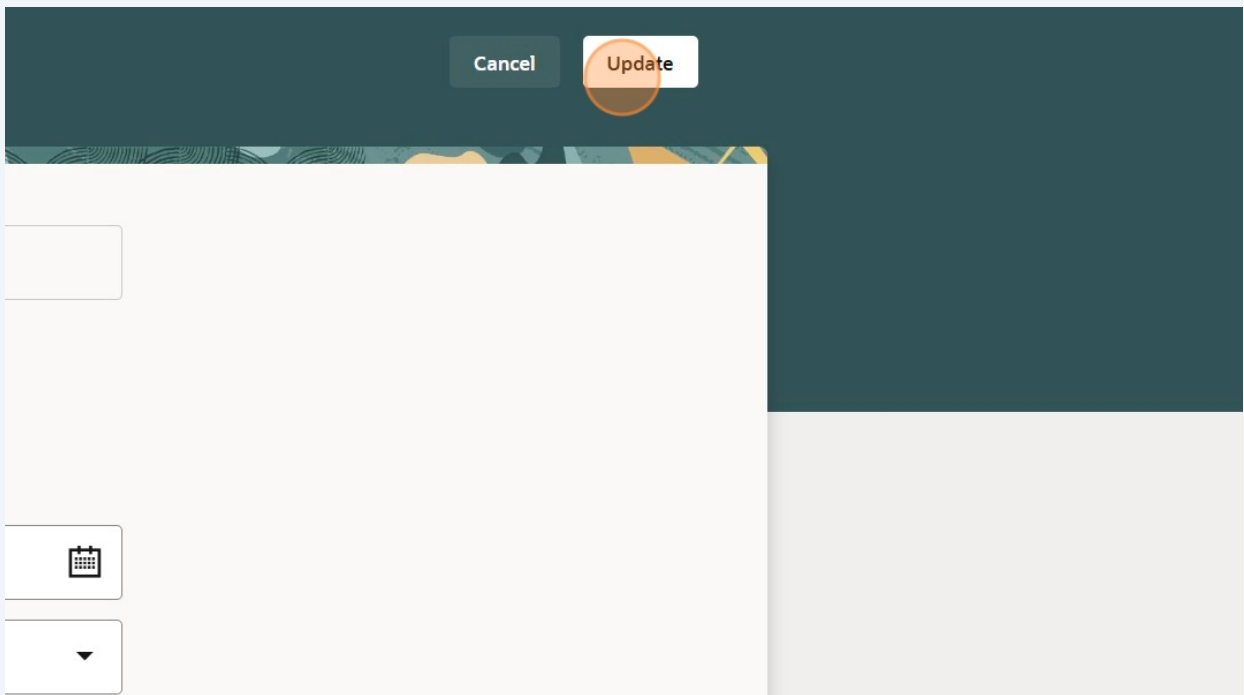| Future	Description
0000	Default Future

Total Quantity
10

ⓘ   Tip! For some accounts, the InterCo and Future will be default (00 and 0000)

20 Click "Update"

Cancel   Update
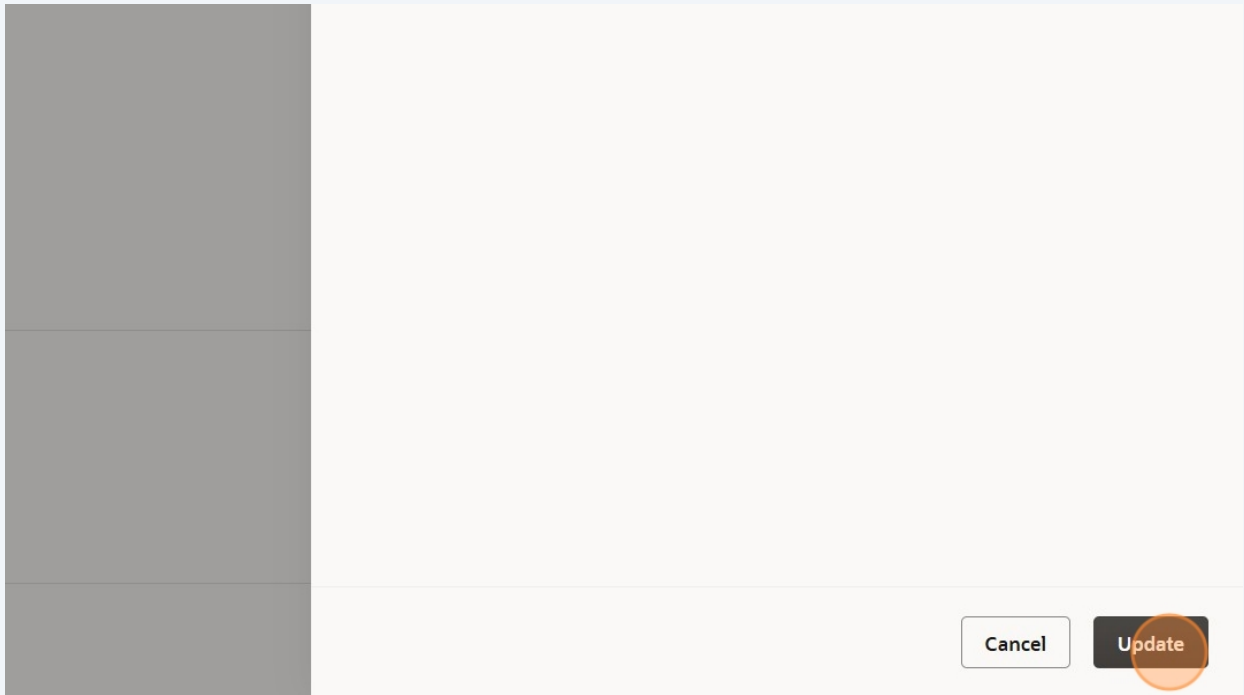
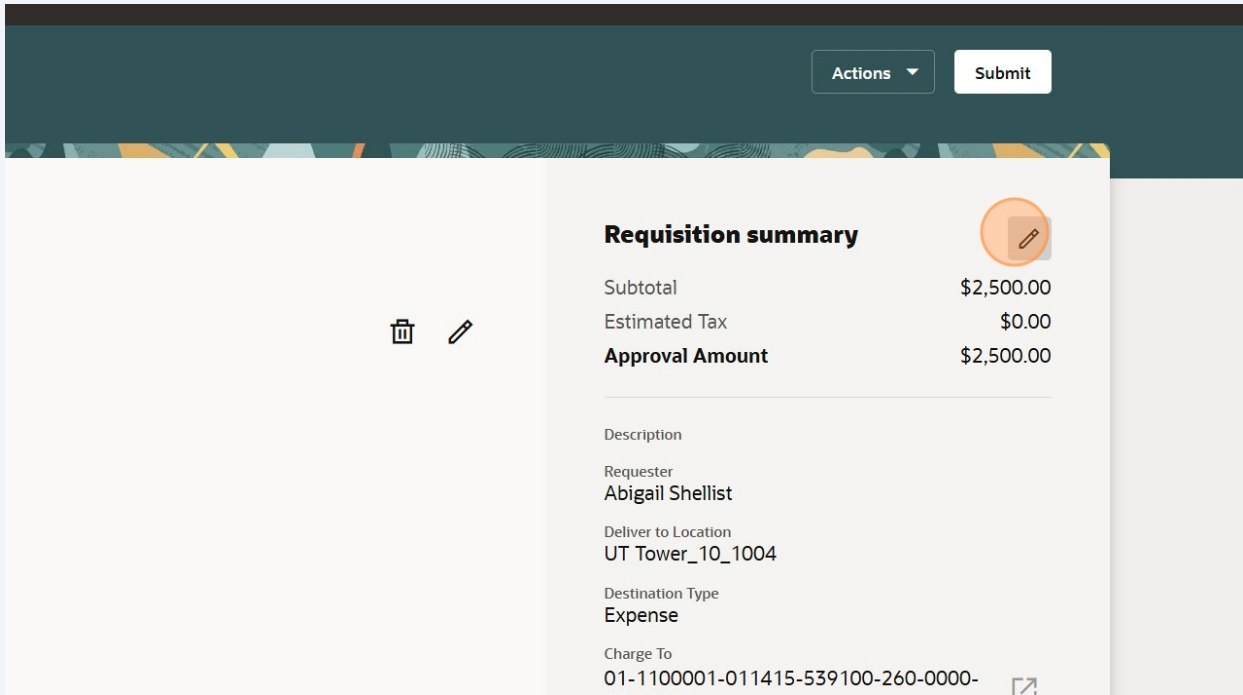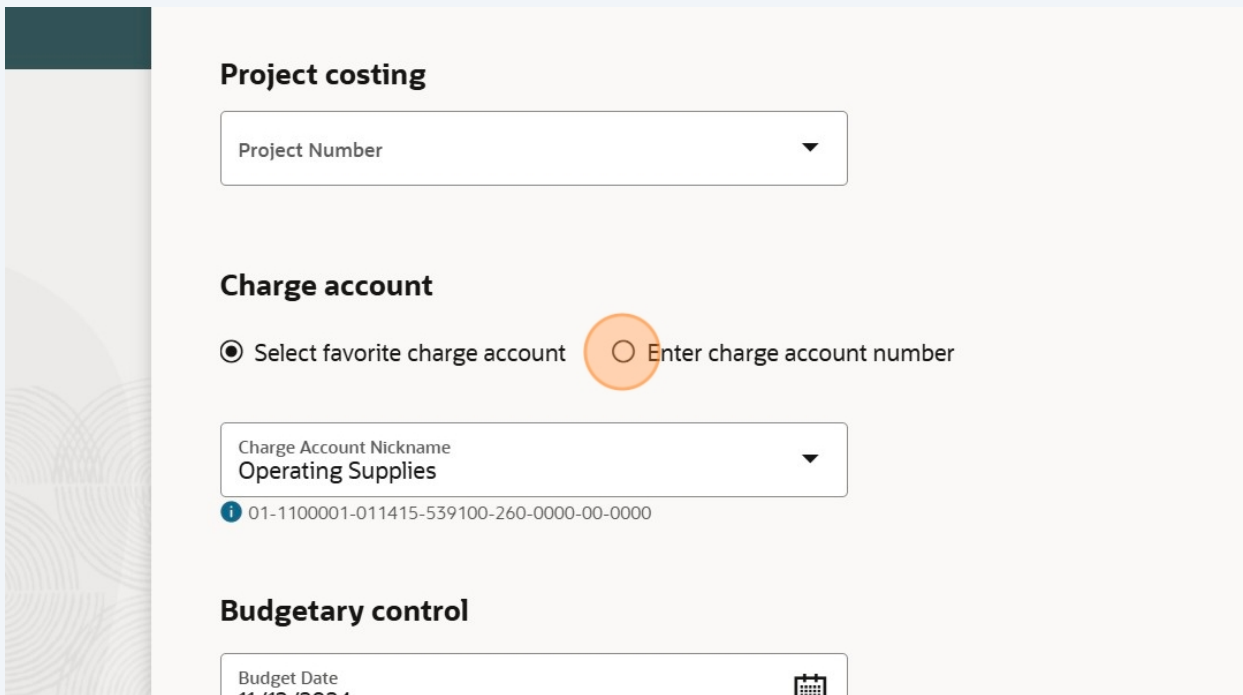**21** Click here.

Cancel   Update

22 You can also change your charge account by clicking on edit on the requisition summary

23 Follow the steps listed above.

> ℹ️ Tip! If you have your charge account on a Word or Excel document, you can copy and paste it into the charge account field.

24 Click "Update"