

Updating Account Assignment to an Internal Order Number



Updating Account Assignment to an Internal Order Number

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.

Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))

Account Type: Expense

Bill To: TRBU (Boston University)
25 Buick Street Boston, MA 02215 United States

Account Assignment * ⓘ

- K (Cost center)
- K (Cost center)
- P (Project)
- F (Order)**
- A (Asset)

GL Account ⓘ: 0000510030 (CONSUMABLE SUPPLIES - ...)

Split accounting

(975 Commonwealth Avenue))

Browse all

Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))

Account Type: Expense

Bill To: TRBU (Boston University)
25 Buick Street Boston, MA 02215 United States

Account Assignment * ⓘ: F (Order)

GL Account ⓘ: 0000510030 (CONSUMABLE SUPPLIES - ...)

Split accounting

Internal Order ⓘ: (no value)

⚠ Internal Order is not acceptable



- 1 Click the drop down to select the **Account Assignment** and select **Order**
- 2 Once you select **Order** under **Account Assignment**, you will see the drop down for **Internal Order**.

Updating Account Assignment to an Internal Order Number

Search for and select the appropriate Internal Order number.

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Account Assignment * ⓘ: F (Order)

GL Account ⓘ: 0000510030 (CONSUMABLE SUPPLIES - ...)

Internal Order ⓘ: (no value)

Split accounting

Internal Order

Internal Order: 009000000102

Internal Order	Description	Choose
009000000101	FMP ASSOC VP INDIRECT	Choose
009000000102	FMP FIN & ADMIN INDIRECT	Choose
009000000103	FMP ELE SHOP INDIRECT	Choose
009000000104	FMP CAR SHOP INDIRECT	Choose
009000000105	FMP PLU SHOP INDIRECT	Choose
009000000106	FMP PNT SHOP INDIRECT	Choose

- 3 Click the drop down to change the **Internal Order**. History will display. Click **Browse all** to view options.
- 4 Specify search criteria (i.e., Description or Internal Order). Search and click **Choose**.



Updating Account Assignment to an Internal Order Number

View the updated values and proceed with check out.

Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))

Account Type: Expense

Bill To: TRBU (Boston University)
25 Buick Street Boston, MA 02215 United States

Account Assignment * (i): F (Order)

GL Account (i): 0000510030 (CONSUMABLE SUPPLIES - ...)

Internal Order (i): 009000000102 (FMP FIN & ADMIN INDIR...)

Split accounting

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View updated values.

