

UNIVERSITY OF DELAWARE **EXCHANGE**

Adding Financial Information to Requisitions

Last revised 2/21/2023

Adding Required Financial Details to Requisitions

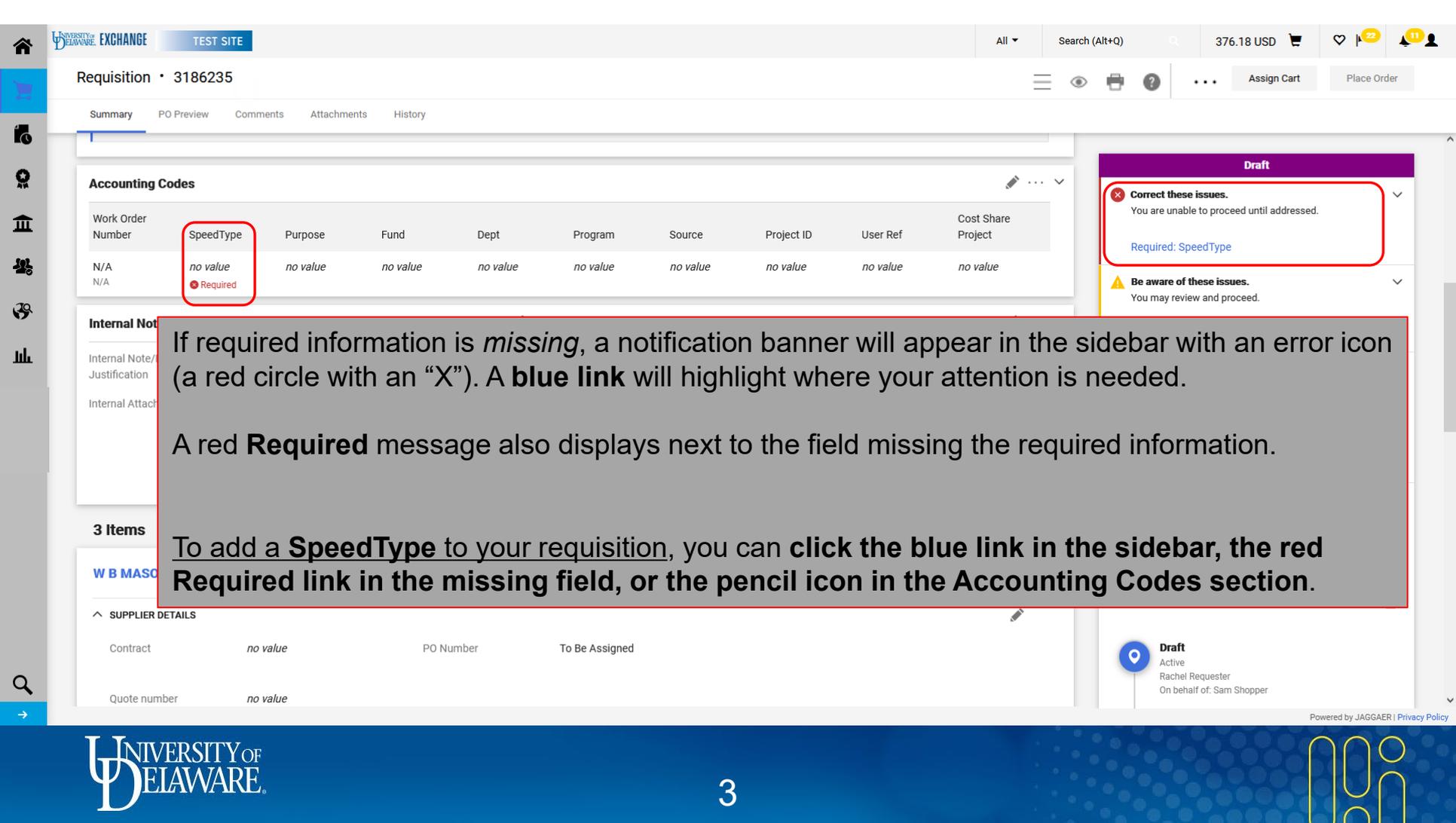
- Every requisition must have SpeedType and Account Code information prior to being submitted for approval.
- This guide will illustrate:
 - How to add SpeedType and Account Code information to a draft requisition.
 - How to manage funding splits on a requisition.



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.





Requisition • 3186235

Assign Cart

Place Order

Summary PO Preview Comments Attachments History

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	no value Required	no value	no value	no value					

Draft

Correct these issues.
You are unable to proceed until addressed.

[Required: SpeedType](#)

Be aware of these issues.
You may review and proceed.

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.**

3 Items

W B MASC

SUPPLIER DETAILS

Contract	no value	PO Number	To Be Assigned
Quote number	no value		

Draft

Active
Rachel Requester
On behalf of: Sam Shopper



Edit Accounting Codes

Accounting Codes

Work Order Number	SpeedType *	Purpose	Fund	Dept	Program	Source	Project ID	User
N/A	No Value	No Value	No Value	No Value	No Value	No Value	No Value	No

★ Required fields

Save Close

To Complete a missing SpeedType:
Click the red **Required** field link under the SpeedType column in the **Accounting Codes** pop-up.

Internal Attachments Add

PO Clauses 1 View details

Subtotal 376.18

376.18

3 Items

W B MASON CO INC - 3 Items - 376.18 USD

SUPPLIER DETAILS

Contract	no value	PO Number	To Be Assigned
Quote number	no value		

Approvers There are no approvers

Workflow

Draft
Active
Rachel Requester
On behalf of: Sam Shopper

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Custom Field Search

Value account Filter Clear All Filters

< > Page 1 of 200 1-20 of 4000 Results 20 Per Page

Value	Description
3300000000	NSF PFI ARTEMIADIS
A2GAA3	NON STUDENT BILLING REFUNDS
A2GCSD	SPEECH LANGUAGE HEARING CLINIC
A6ASGI	STOCK GIFTS
ACCT110000	DEPT OF ACCOUNTING & MNGT INFO
ACCT112111	B & E ACCOUNTING TEMP TEACHING
ACCT112112	GRAD TUITION-B&E ACCOUNTING
ACCT112115	ACCT-SS/WS EXP 02715

Cancel

Using the search window, enter search criteria into the **Value** or **Description** field.
Click **Filter**.

Edit Accounting Codes

Accounting Codes

Work Order Number SpeedType * Purpose

N/A No Value No Value

Required

★ Required fields

Internal Attachments Add

3 Items

W B MASON CO INC - 3 Items - 376.18 USD

SUPPLIER DETAILS

Contract no value

Quote number no value

Custom Field Search

Value

account

Filter

Clear All Filters

1-10 of 10 Results

20 Per Page

Value	Description	
ACCT110000	DEPT OF ACCOUNTING & MNGT INFO	+
ACCT112111	B & E ACCOUNTING TEMP TEACHING	+
ACCT112112	GRAD TUITION-B&E ACCOUNTING	+

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

Click '+' to Select.

AGCY912249	ALUMNI ASSOC-OPERATING ACCOUNT	+
STGP912119	ACCOUNTING STUDENTS	+
STGP912191	NATL ASSOC BLACK ACCOUNTANTS	+
UDPR412111	UD PRESS GIFT ACCOUNT	+

1-10 of 10 Results

20 Per Page

Cancel

Source

Project ID

User

No Value

No Value

No

Save

Close

Subtotal

376.18

376.18

What's next for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft

Active

Rachel Requester

On behalf of: Sam Shopper



Edit Accounting Codes

Accounting Codes

Work Order Number	SpeedType *	Purpose	Fund	Dept	Program	Source	Project ID	User
N/A	ACCT110000	ACCT110000	OPBAS	02715	INST1	No Value	No Value	No

Search

If you have cost share project or User reference information to add, scroll right to enter.



Save

Close

Click **Save**.

376.18

376.18

What's next for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft
Active
Rachel Requester
On behalf of: Sam Shopper



Requisition • 3357095



Assign Cart

Place Order

Summary PO Preview Comments Attachments ³ History

Quote number 971XXX

Item

1 Installation Labor for cameras on UD campus

ITEM DETAILS

Contract:	no value	Internal Note/Business Justification	no value
Commodity Code	72000000 / Building, Facility Construction & Maintenance Services	Internal Attachments	Add
Account Code	no value Required	External Note	no value
		Attachments for supplier	Add
		PO Type Override	×

2 Equipment for security cameras on UD campus

EA

33,616.82

1 EA

33,616.82



ITEM DETAILS

Contract:	no value	Internal Note/Business Justification	17 different cameras
Commodity Code	46000000 / Defense, Law Enforcement, Security, Safety Equipment & Supplies	Internal Attachments	Add
Account Code	141244 NON CAPITAL EQUIPMENT	External Note	no value
		Attachments for supplier	Add
		PO Type Override	×

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.

Draft

Correct these issues.

You are unable to proceed until addressed.

[Required: Account Code \(Line 1\)](#)[Required: Account Code \(Line 3\)](#)[Required: Account Code \(Line 4\)](#)**Total (46,630.82 USD)**

Subtotal 46,630.82

46,630.82**What's next for my order?**Next Step **Wait for Validation Response**Approvers **There are no approvers**

Workflow

**Draft**Active
Rachel Requester
On behalf of: Shannon Shopper

Start - Parallel Steps

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.



Requisition • 3357095



Assign Cart

Place Order

Summary PO Preview Comments Attachments 3 History

Quote number 971XXX

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Installation Labor for cameras on UD campus	labor	EA	6,075.00	1 EA	6,075.00

ITEM DETAILS

Contract: no value

Commodity Code 72000000 / Building Services

Account Code no value
Required

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

2 Equipment for security cameras on UD campus	EA		33,616.82	1 EA	33,616.82
---	----	--	-----------	------	-----------

ITEM DETAILS

Contract: no value

Commodity Code 46000000 / Defense, Law Enforcement, Security, Safety Equipment & Supplies

Account Code 141244
NON CAPITAL EQUIPMENT

Internal Note/Business Justification 17 different cameras

Internal Attachments Add

External Note no value

Attachments for supplier Add

PO Tvne Override X

Draft

Correct these issues.
You are unable to proceed until addressed.[Required: Account Code \(Line 1\)](#)[Required: Account Code \(Line 3\)](#)[Required: Account Code \(Line 4\)](#)

0.82 USD

46,630.82

46,630.82

for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow



Draft

Active
Rachel Requester
On behalf of: Shannon Shopper

Start - Parallel Steps

Edit Line 1: Item Details

1 Installation Labor for cameras on UD campus

labor EA

6,075.00

1 EA

6,075.00

Contract:

Commodity Code *

72000000

Building, Facility Construction & Maintenance Services

Account Code *

No Value

Required

Internal Note/Business Justification

1000 characters remaining

[expand](#) | [clear](#)

External Note

1000 characters remaining

[expand](#) | [clear](#)

PO Type Override

Save

Close

2 Equipment for security cameras on UD campus

EA

33,616.82

1 EA

33,616.82

In the **Edit Line** pop-up, Click the **Magnifying glass** link next to **Account Code**.

Contract:

no value

Internal Note/Business

17 different cameras

Commodity Code

46000000 / Defense, Law Enforcement, Security, Safety
Equipment & Supplies

Justification

Internal Attachments

[Add](#)

Account Code

141244
NON CAPITAL EQUIPMENT

External Note

no value

Attachments for supplier

[Add](#)

PO Type Override

[×](#)

What's next for my order?

Next Step

Wait for Validation Response

Approvers

There are no approvers

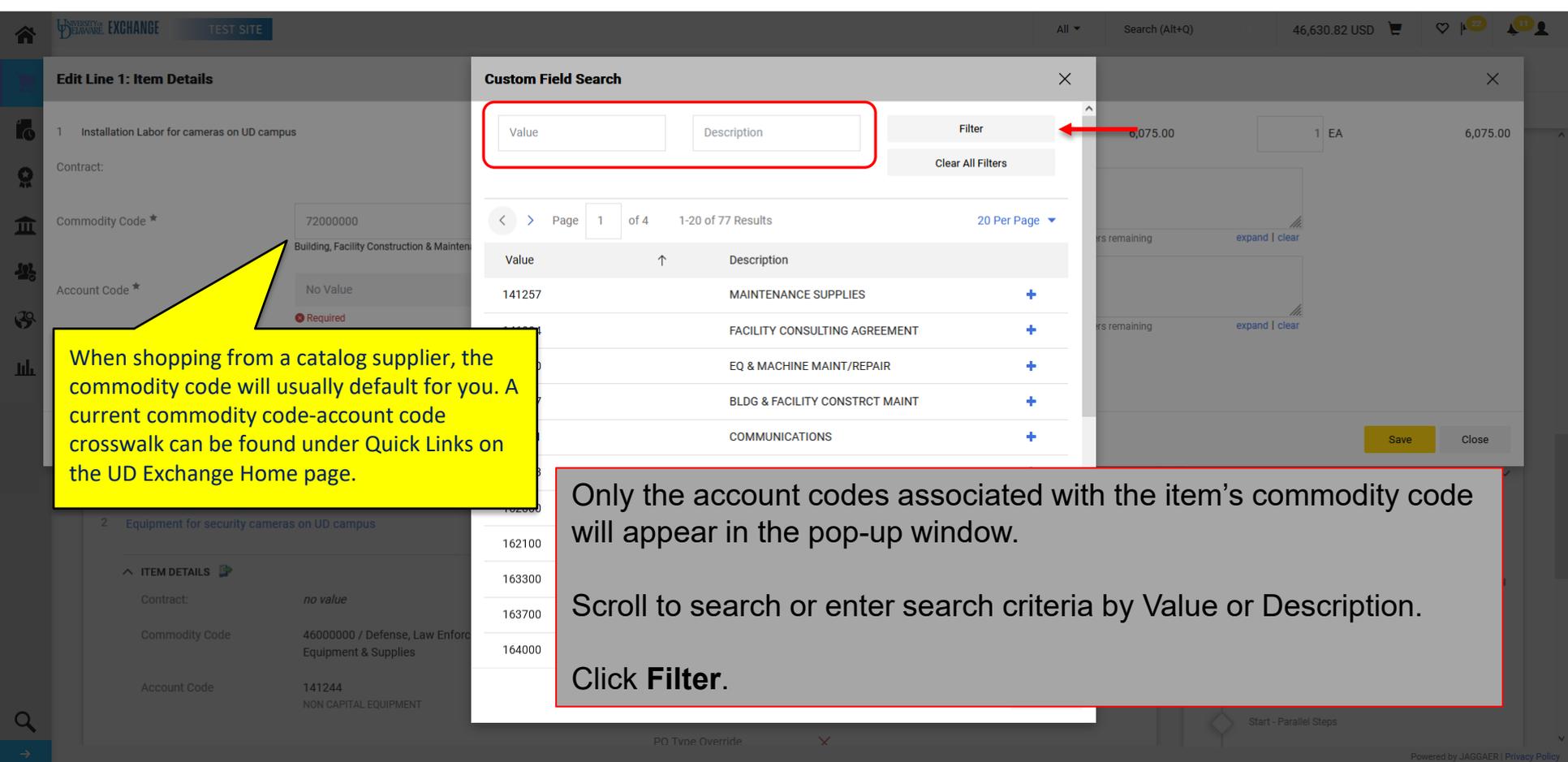
**Draft**

Active

Rachel Requester

On behalf of: Shannon Shopper

Start - Parallel Steps



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.

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**.



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

All Search (Alt+Q) 46,630.82 USD

Edit Line 1: Item Details

1 Installation Labor for cameras on UD campus

Contract:

Commodity Code * 72000000
Building, Facility Construction & Maintenance

Account Code * No Value
Required

Custom Field Search

Value: vi Filter Clear All Filters

Value	Description	
165401	AUDIO VISUAL CONSULTANT	+
165407	FOOD SERVICE CONSULTANT	+
166701	AUDIO VISUAL EQUIPMENT	+

Cancel

6,075.00 1 EA 6,075.00

Save Close

Locate the most accurate Account Code in the list of results.
Click '+' to select.



Edit Line 1: Item Details

1 Installation Labor for cameras on UD campus 75.00

Contract:

Commodity Code *

72000000
Building, Facility Construction & Maintenance Services

1000 characters remaining expand | clear

Account Code *

165401
Required

External Note

1000 characters remaining expand | clear

PO Type Override

Your selected Account Code will appear in the Account Code box.
Click **Save**.

Save Close

If only one account code matches to that commodity code, it will default and not have to be chosen.

2 Equip	EA	33,616.82	1 EA	33,616.82	...	
Internal Note/Business Justification	17 different cameras					
Internal Attachments	Add					
External Note	no value					
Attachments for supplier	Add					
PO Type Override	✗					

What's next for my order?

Next Step Wait for Validation Response
Approvers There are no approvers

Workflow
Draft
Active
Rachel Requester
On behalf of: Shannon Shopper
Start - Parallel Steps



Requisition • 3357095

Assign Cart

Place Order

- Summary
- PO Preview
- Comments
- Attachments 3
- History

PO Type Override ✖

2 [Equipment for security cameras on UD campus](#) EA 33,616.82 EA ⓘ 33,616.82 ... □

ITEM DETAILS

Contract: no value

Commodity Code: 46000000

Equipment & Supplies

Account Code: 141244
NON CAPITAL EQUIPMENT

External Note: no value

Attachments for supplier: Add

PO Type Override ✖

Click Place Order once all errors are resolved.

3 [equipment rental](#) EA 6,939.00 EA ⓘ 6,939.00 ... □

ITEM DETAILS

Contract: no value

Commodity Code: 46000000 / Defense, Law Enforcement, Security, Safety
Equipment & Supplies

Account Code: 153500
LEASE/PURCHASE AGREEMENTS

Internal Note/Business Justification: no value

Internal Attachments: Add

External Note: no value

Attachments for supplier: Add

PO Type Override ✖

Draft

Total (46,630.82 USD)

Subtotal 46,630.82

46,630.82

What's next for my order?

Next Step: Wait for Validation Response

Approvers: There are no approvers

Workflow

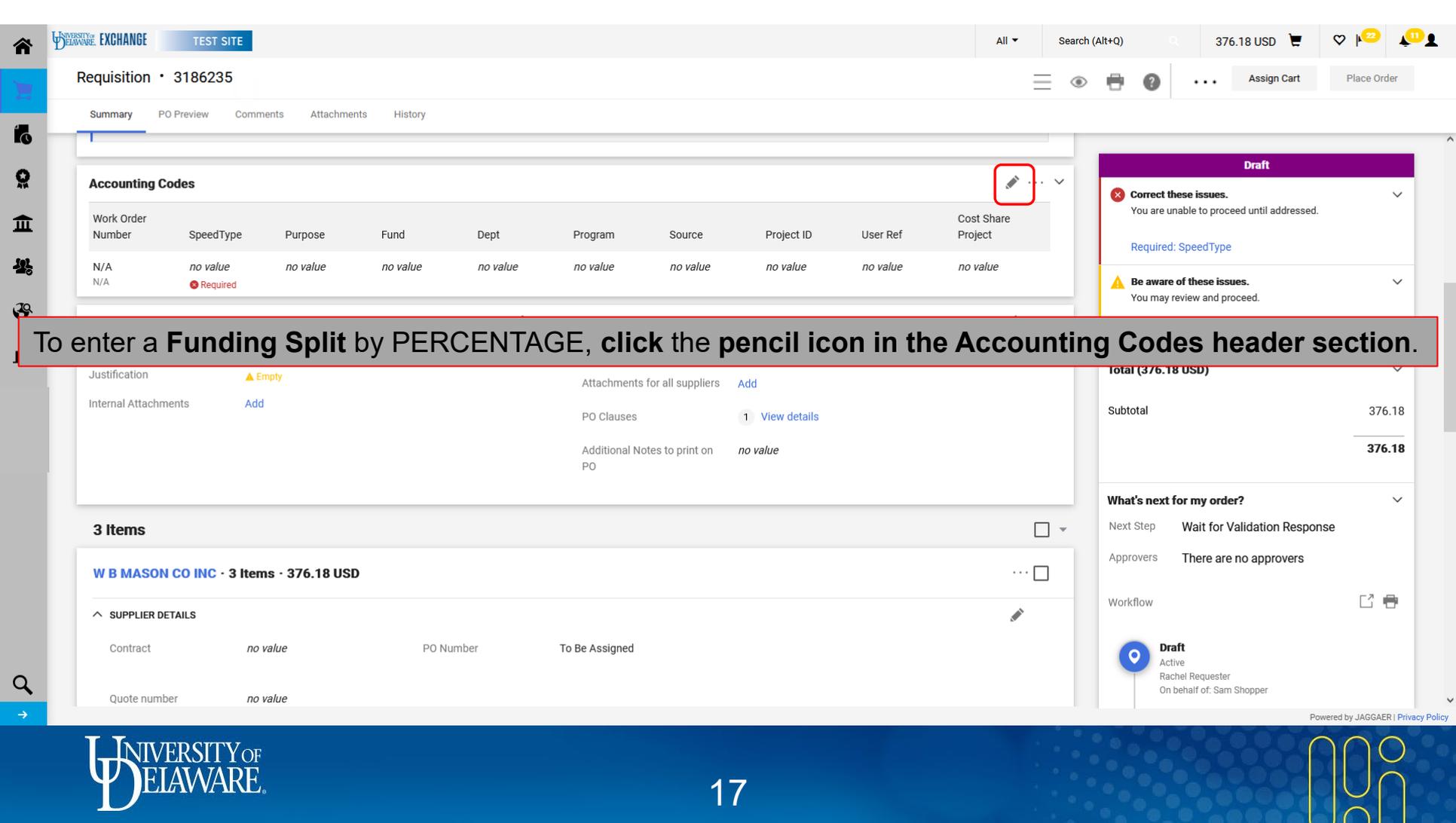
- Draft** (Active)
 - Rachel Requester
 - On behalf of: Shannon Shopper
- Start - Parallel Steps
- PR Validation** (Future)
- Wait for Validation Response** (Future)



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.





Requisition • 3186235

Assign Cart

Place Order

Summary PO Preview Comments Attachments History

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
N/A	● Required								



To enter a **Funding Split** by PERCENTAGE, click the pencil icon in the Accounting Codes header section.

Justification ▲ Empty Attachments for all suppliers [Add](#)

Internal Attachments [Add](#)

PO Clauses [1 View details](#)

Additional Notes to print on PO *no value*

3 Items

W B MASON CO INC - 3 Items - 376.18 USD

SUPPLIER DETAILS

Contract *no value* PO Number To Be Assigned

Quote number *no value*

Draft

✘ **Correct these issues.**
You are unable to proceed until addressed.
[Required: SpeedType](#)

▲ **Be aware of these issues.**
You may review and proceed.

Total (376.18 USD)

Subtotal 376.18

376.18

What's next for my order?

Next Step **Wait for Validation Response**

Approvers **There are no approvers**

Workflow

Draft

Active
Rachel Requester
On behalf of: Sam Shopper



Edit Accounting Codes

The system will display a preview of a dollar amount for you, but not for future Approvers. Best practice is to screenshot these amounts and inform others in a comment attachment of the dollar splits. **This percentage will apply to each invoice vouchered on your requisition.**

Accounting Codes

| Accounting Code |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|
| OPBAL | 05801 | OPMNT | No Value | 45 | (11,092.50 USD) |
| OPBAS | 05804 | OPMNT | No Value | 55 | (13,557.50 USD) |
| | | | | | | | | | Split Total 100%
(24,650.00 USD) |

Cost Share Project 2 % of Price

1 +

Save Close

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.



Requisition • 3396507

Summary PO Preview Comments Attachments History

CASSIDY PAINTING - 2 Items - 24,650.00 USD

SUPPLIER DETAILS MAIN : 102 CASSIDY DRIVE, NEWPORT, Delaware 198...

Contract no value PO Number To Be Assigned

Quote number no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows	Robinson	EA	6,800.00	1 EA	6,800.00

ITEM DETAILS

Contract:	no value	Internal Note/Business Justification	no value
Commodity Code	72000000 / Building, Facility Construction & Maintenance Services	Internal Attachments	Add
Account Code	no value Required	External Note	no value
		Attachments for supplier	Add
		PO Type Override	X

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Account Code (Line 1)
- Required: Commodity Code (Line 2)
- Required: Account Code (Line 2)

Be aware of these issues.
You may review and proceed.

- Empty: Internal Note/Business Justification

Override

- Supplier
- Delivery Options 24,650.00
- Bill To
- Credit Card Info
- Accounting Codes **←**
- Remove

Response

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**.



Override Line 1: Accounting Codes

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.

Fund	Dept	Program				
OPBAL	05801	OPMNT	No Value	No Value	No Value	No Value
OPBAS	05804	OPMNT	No Value	No Value	No Value	No Value

Line subtotal: 6,800.00 USD
Split Total 100.00 USD

- % of Price
- % of Quantity
- Amount of Price
- Amount of Qty

Save Close

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.



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](#)

