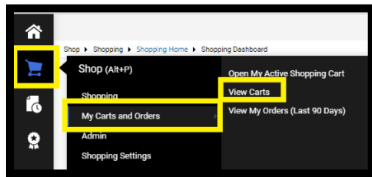


iShopUTRGV Quick Reference Guide

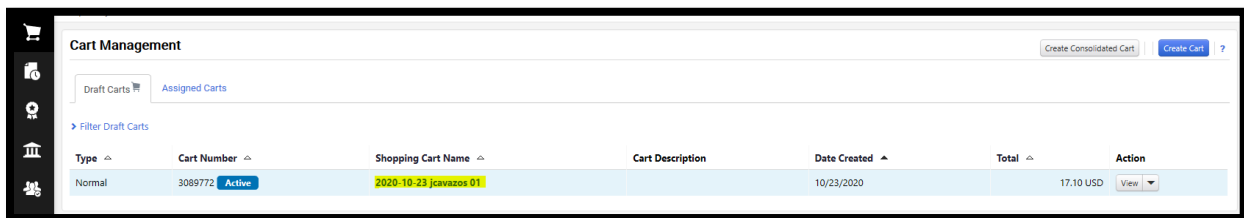
How to - Add/Change Account Codes at the Header/Line

iShopUTRGV allows multiple E-types per requisition. *Questions can be emailed to: ishop@utrgv.edu

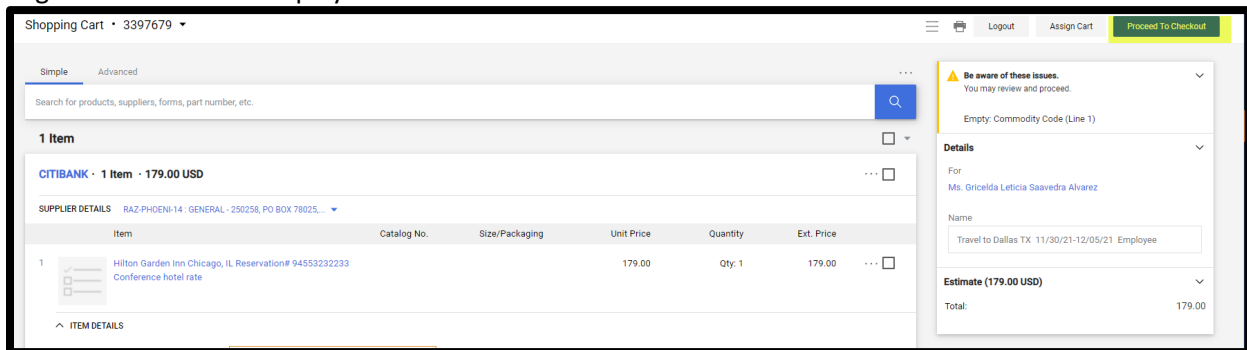
1. Click on the Shopping Cart Tile, followed by “My Carts and Orders”, followed by “View Carts”



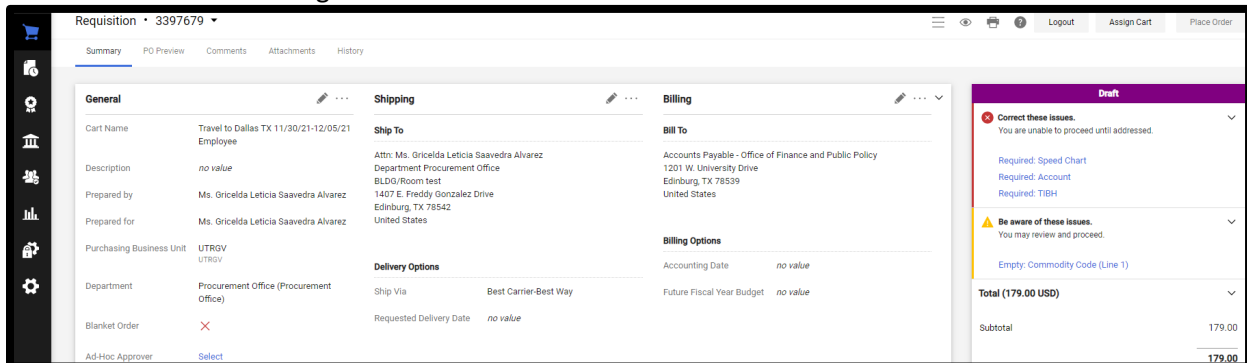
2. Open the cart you would like to make the changes too by clicking on the ‘Shopping Cart Name’



3. Page will refresh and display cart. Click on ‘Proceed to Checkout’



4. Scroll down to “Accounting Codes”



5. Click on the ‘Pencil Icon’ to edit.

Requisition : 3089772

Summary PO Preview Comments Attachments History

Supervisor *no value*

Dean / Director *no value*

Division Head *no value*

Professional Buyer *no value*

Accounting Codes

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
<i>no value</i> Required	<i>no value</i> Required	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i> Required	<i>no value</i>	<i>no value</i>

6. Click on 'Magnifying Glass Icon' to select From all Values to proper select Speedchart (Project Number)

Edit Accounting Codes

Accounting Codes

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
Search <input type="text"/> <input type="button" value="Q"/> Required	Search <input type="text"/> <input type="button" value="Q"/> Required	No Value	No Value	No Value	<input type="text"/> Required	<input type="text"/>	<input type="text"/>

Save Changes Close

7. Search by Value or Description of Speedchart, type in and click enter.

Custom Field Search

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

8. Select from Result Page by pressing '+' sign.

Custom Field Search

Value Description

41000010 Men Basketball

9. Speed chart information shall be populated. This will also autopopulate the Department, Cost Center, Project-Activity and Profile ID. **Note:** If these fields do not populate, retry Step 7 and Step 8 to properly have the appropriate information to continue with the process. Failure to complete will result in the system returning your REQ.

Edit Accounting Codes

Accounting Codes

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
<input type="text" value="41000010"/> <input type="button" value="Q"/> Required	Search <input type="text"/> <input type="button" value="Q"/> Required field	<input type="text" value="102000"/> Required	<input type="text" value="41000010"/> Required	No Value	<input type="text"/> Required field	<input type="text"/>	<input type="text"/>

10. Once fields have populated, click on 'Magnifying Glass Icon' to select from all values under Account.

11. Search by Value or Description; Type in Value or description and click enter. NOTE: For assistance on Account codes refer to **Account Code (Etype) Descriptions** on the homepage of iShop.

12. Click '+' Sign to obtain proper Value needed

13. TIBH Section might be required to provide a response. Click on Select All values:

14. Select from drop Box provided if applicable

15. Click Save

Accounting Codes

Speed Chart * Account * Department Cost Center Project-Activity TIBH * Will confidential/HIPPA/FERPA data be exchanged with Supplier? Profile ID

0000000227 60103 102000 No Value 0000000227-1 N/A

Organization Values
No - No
Yes - Yes

Save Close

* Required fields

16. Verify Speedchart Information is correct and saved **Note:** This change is done at the “Header” level. If your request contains multiple lines and requires that the information be changed at the “Line” level, please see step 17 & 18 below.

Accounting Codes

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
41000010 Men Basketball	63001 Consumable Non-Office Supplies	102000 Athletics	41000010 Men Basketball	no value	N/A Not Applicable	N/A Not Applicable	no value

CITIBANK · 2 Items · 34.20 USD

SUPPLIER DETAILS RAZ-PHOENI-14 : GENERAL - 250258, PO BOX 78025,...

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Statement		17.10	Qty: 1	17.10

ITEM DETAILS

Commodity Code	no value Empty	Internal Note	no value
PO Clauses	Add	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add

18. Click on “Accounting Codes”

- Override
- Supplier
- Award Contract Date Info
- Profile Approvers
- Ship To
- Delivery Options
- Bill To
- Credit Card Info
- Accounting Codes**
- Remove
- Add to Favorites
- Move to Another Cart >
- Add to Draft Cart or Pending PR/PO >
- Add to PO Revision