Identifying an Account to Pay for Purchase

The steps below describe how to provide an account number to pay for your purchase, but you are not required to do this. From the requisition checkout screen, if you click Assign Cart or Submit Requisition, the purchase will be routed to another employee who can provide the account number. Check with your supervisor or business office on whether you should enter the account number yourself, assign the cart to an employee who will enter the account number, or if you should submit it to your EBO.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. After creating a requisition and proceeding to the checkout screen, click Empty field: Account Type.

3. Choose Select from profile values.

4. Click the dropdown arrow.

General Ledger Instructions
(To enter a grant number, go to step 20, page 4)
5. Click GL - General Ledger.

6. Click **Select from all values...** for the Campus/Project field.

7. Click the dropdown arrow for Campus to see all fields for Campus. Choose a campus.

8. Click **Select from all values** for the DA/Task field.

9. You can enter:
   - A complete DA
   - Beginning numbers of a partial DA
   - A complete Description
   - A partial Description
10. After retrieving possible matches, click **select** for the correct match.

![Custom Field Search](image)

11. Click **Select from all values** for the Fund / Award field.

![Select from all values](image)

12. Follow the steps above to choose a Fund.

![Values Found 266](image)

13. Follow the steps above to choose a Line Item.

![Values Found 85](image)

14. Follow the steps above to choose a Function.

![Value Description](image)

15. Review the completed fields. If all are correct, click **Save**. To add another fund so that the default account number contains two accounts, click **add Split**.

![Account Code](image)
16. After clicking **add split**, the same values will populate the second line. Change any values, and identify the **% of Price** each account will pay for a purchase.

![Image](image.png)

**Note:** Click the dropdown arrow to switch to **%** or **Qty** in order to split the purchase based on quantity.

17. Click **recalculate/validate values**. The system will verify that your typed entries are valid choices and that your percentages equal 100%. Correct any mistakes.

18. Click **Save**. You will see this message.

![Image](image.png)

19. If you need to change any of the segments, click the **edit** link.

![Image](image.png)

**Grant Instructions**

20. Click **Select from all values**.
21. Click the dropdown arrow and choose GRANT.

22. To populate the Project field, enter a project number or click Select from all values.

23. You can:
   - Enter a full project number or the beginning of one
   - Enter a full or partial description
   - Click Search to see all results

24. When a list of possible matches is displayed, click select for the correct project.

25. To populate the Task field, click Select from all values.

26. Choose the correct task from the list.
   
   **Note**: Tasks will appear with a pipe (|) symbol between the task and project.
   
   To type a “pipe,” use the symbol that appears on your keyboard as the upper choice on the backslash key `\`.  

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**Quick Start Guide**

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27. Enter the Award number.

28. To populate the ExpType field, enter an Expenditure Type or click **Select from all values**.

29. You can:
   - Enter a full value or the beginning of one
   - Enter a full or partial description
   - Click **Search** to see all results

30. To populate the Org field, enter an Expenditure Organization or click **Select from all values**.

31. When a list of possible matches is displayed, click **select** for the correct Organization.

32. Click **recalculate/validate values**. The system will verify that your typed entries are valid choices and that your percentages equal 100%. Correct any mistakes.
33. When all fields are completed, click **Save**.

![Account Code Form]

34. After entering the account number, click **Submit Requisition** or **Assign Cart**.