

Quick

Reference

Guide

Adding Split Accounting to a Requisition and at the Line Item Level

In This Guide

✓ Adding Split Accounting for the entire requisition and at the Line Item Level

Split accounting at the header level will affect all line items in the requisition. Split accounting at the line item level will only affect that line.

Procedure

1. Hover over the Orders tab on the left, hover over My Orders, then click My Requisitions.

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- 2. Choose the desired requisition.
- 3. Scroll down to the **Accounting Codes** section. Click the **Pencil** icon to edit.

Accounting	Codes								
Account	Speedchart	Dept	Fund	Program	Class	Project	PC Bus Unit	Activity ID	GL Business Unit
530200 Advertising	0050100001 A/H-BS-CLIN EDUC-testing IB	1050100 A/H- Administration	111	00009	10105	no value	LSUNO	no value	LSUNO



4. Cli	ck the Plus s	ign (+) to add	another cho	artstring.					
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5. Search for and select the appropriate speedchart.

Scroll to the right to to select either "% of Price", "% of Quantity", or "Amount of Price" Enter in desired split. Click Save.

Edit A	ccounting Co	des										×
Accou	nting Codes									Г		1
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											Split Total 100% (3,534.22 USD)	
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6. To edit the chartstring distribution at the line level, scroll to the desired item line and click on the three dots. Click Accounting Codes. Search for and select desired chartstring. Enter in desired split. Click Save.

w	R Internation	al · 1 Item · 3,208.82 USD						Override Ship To
s	UPPLIER DETAIL	S						Bill To
c	Contract	no value	PO Number To	Be Assigned				Credit Card Info
				-				Accounting Codes
F	O Clauses	Add						Withdraw Item
		es? MODIFY ITEMS VIEW ITEMS N PURP MANUAL -20C 30CF	Item(s) was retrieved	on: 11/10/2021 11:45:35	AM			Add to Favorites
	Status Item		Catalog No.	Size/Packagi ng	Unit Price	Quantity	Ext. Price	Add To Active Cart Add to Draft Cart or Pending PR/PO
2	C VWF 30C	R FREEZER GEN PURP MANUAL -200 F	C 10819-410	EA	3,208.82	Qty: 1 EA	3,208.82	Patrick Defourneaux
		s 🔂						MANUAL-20C 30CF)
	Manufactur Name	er VWR International	Contract:	no value		Internal Note	no value	- Initial Validation
			Commodity	41558 / Refrigerators ar Equipment, Laboratory,	nd Cooling	Internal Attachments		
	Manufactur Part Numbe		Code	Specialized: Explosion-F Ultra-Low Temperature,				- Completed

You have successfully split accounting for the requisition and at the line item level.