



Quick

Reference

Guide

Adding Split Accounting at the Line Item Level



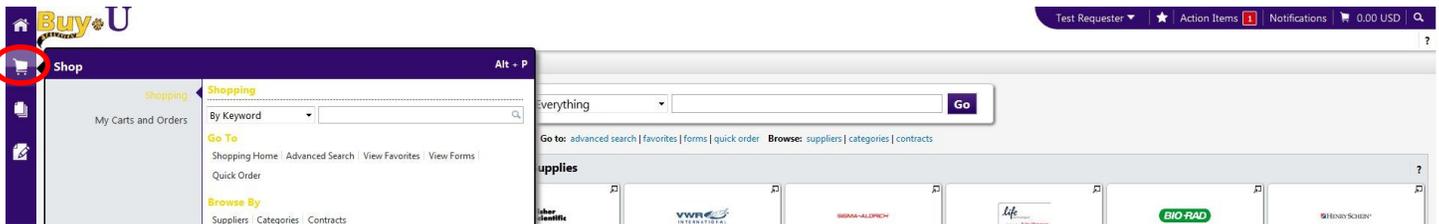
In This Guide

- ✓ Adding Split Accounting at the Line Item Level

This guide demonstrates how to split accounting for an individual item in your cart. You can split the accounting in the header section OR by line item. Split accounting at the header level will affect all line items in the cart. Split accounting at the line item level will only affect that line.

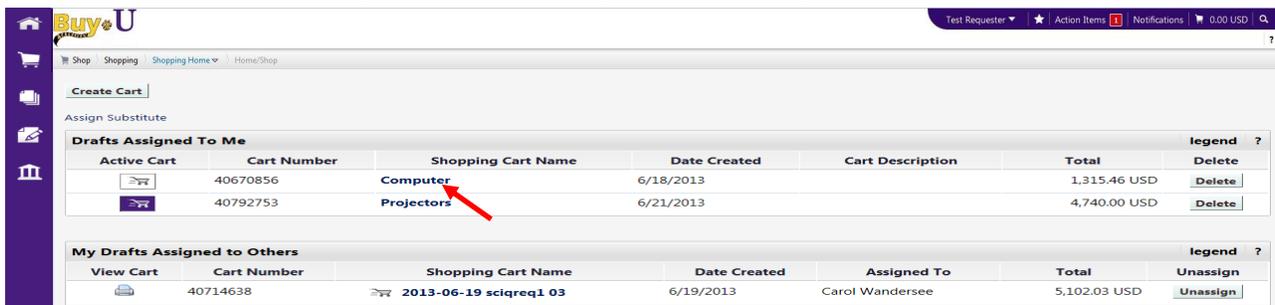
Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

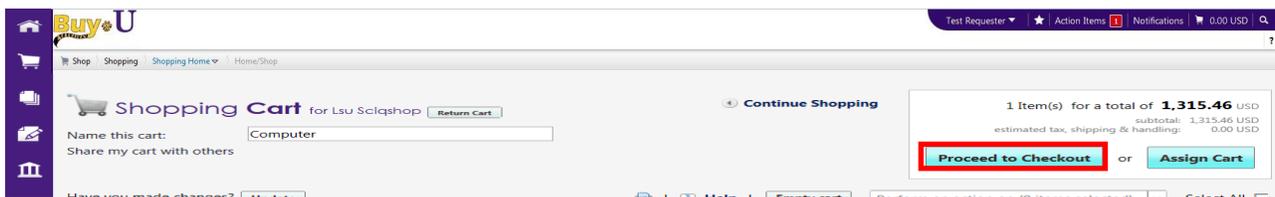


*Requesters can navigate to assigned carts from the homepage. Go to **Action Items** → **Carts Assigned to me**.

2. Click on the name of the cart that you want to modify. The cart that you clicked becomes your active cart.



3. After reviewing and updating the cart, click the **Proceed to Checkout** button.



4. Click on the **Accounting Codes** tab.



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5. Scroll down to the **Supplier / Line Item Details** section where you can enter accounting information for the line item.
6. Click the **edit** button.
7. Click on **Select from all values....** to search for the **Account and Speedchart**.
8. You can enter all or part of the account number **Value** or **Description**.
9. Click **Select** to choose the desired **Account**.
10. Follow the same steps to add the **Speedchart**.

The screenshot shows the 'Accounting Codes' dialog box in the Buy@U system. It features a grid of input fields for Account, Speedchart, Dept, Fund, Program, Class, and Project. The 'Account' and 'Speedchart' fields are circled in red and labeled 'Required field'. An 'add split' link is located to the right of the Project field. Below the grid are 'Save' and 'Cancel' buttons. A 'Recalculate / validate values' link is also present.

11. Split the accounting by clicking the **add split** link (an additional row displays) and then using the drop-down list to select the appropriate option for the split. In this example, the option selected for the split is **% of Price**.

The first screenshot shows the 'Accounting Codes' dialog box with the 'add split' link circled in red. The second screenshot shows the same dialog box with a new row added. The 'add split' link is now a dropdown menu, and '% of Price' is selected and circled in red. A dropdown menu is open, showing options: '% of Price', '% of Qty', 'Amount of Price', and 'Amount of Qty'. The 'Split Total' is currently 0%.

12. Edit the new row by entering the appropriate accounting codes in the same manner used in previous steps. Then enter the appropriate split values. In this example, the specified split is 50/50.

The screenshot shows the 'Accounting Codes' dialog box with two rows of split accounting. The first row has a split of 50% and the second row has a split of 50%. The 'Split Total' is 100%. The 'add split' link is now a dropdown menu, and '% of Price' is selected. A 'Recalculate / validate values show monetary calculations' link is present at the bottom.

13. Click the **Save** button when complete.

You have successfully split accounting at the line item level in your cart.