

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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ío	Orders		Quick search	۹					Q
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ă,						Millipore SigMa	ThermoFisher SCIENTIFIC formerly Life	BIO RAD	Cell Signaling

- 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		



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Required fields						Sa	ve Close
						what's next?	~

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.

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	* Required fiel	lds										Save	Clo	se

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.

VWR II	nternational	· 1 Item · 3,208.82 USD						Override Shin To
∧ SUPP	LIER DETAILS							Bill To
Cont	ract no	o value	PO Number To E	Be Assigned				Credit Card Info
								Accounting Codes
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leed to n	nake changes?	MODIFY ITEMS VIEW ITEMS	Item(s) was retrieved (on: 11/10/2021 11:45:35	АМ			
VWR F	REEZER GEN PI	URP MANUAL -20C 30CF						Add to Favorites
Sta	tus Item		Catalog No.	Size/Packagi	Unit Price	Quantit	y Ext. Price	Add to Active Cart
								Patrick Defourneaux
2	WR FF 30CF	REEZER GEN PURP MANUAL -20C	10819-410	EA	3,208.82	Qty: 1 E	A 3,208.82	Line Item Actions (VWR EREEZER GEN PLIRP
^	TEM DETAILS	o						MANUAL-20C 30CF)
	Manufacturer	VWR International	Contract:	no value		Internal Note	no value	Initial Validation - /
1	Name		Commodity	41558 / Refrigerators ar	nd Cooling	Internal		Approved
	Manufacturer Part Number	MFV-30	Code	Equipment, Laboratory, Specialized: Explosion-F	Proof,	Attachments		Initial Validation - S
	Supplier Part	04330395359		Ultra-Low Temperature,	etc.			Completed
	Auxiliary ID							End - Parallel Steps

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