

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**.

| ñ | BuyøU | | | | | | | | | Test Requester 🔻 | 🛉 🕇 Action Items | 1 Notifications | 🕴 🗎 0.00 USD | ٩ |
|---|---------------------|--|--------------------|--------------------------|------------------|-------------|-----------------------------|------|------|------------------|------------------|-----------------|---------------|---|
| | Canadian | | | | | | | | | | | | | ? |
| | Shop | Alt + P | | | | | | | | | | | | |
| | Shopping | Shopping | Dura dh'a a | | | | | | 1 | | | | | |
| | My Carts and Orders | By Keyword 👻 🔍 | everything | · _ | | | | GO | | | | | | |
| | | Go To | Go to: advanced | search favorites for | ms quick order | Browse: sup | pliers categories contr | acts | | | | | | |
| 6 | | Shopping Home Advanced Search View Favorites View Forms Quick Order | upplies | | | | | | | | | | | ? |
| | | Browse By | | <u>م</u> | | R | | 2 | | 2 | | Л | | R |
| | | Suppliers Categories Contracts | isher ciontific | VWI INTER | R | | SIGMA-ALDRICH | | life | | BIO RAD | 9 | HENRY SCHEIN* | |

*Requesters can navigate to assigned carts from the homepage. Go to Action Items \rightarrow 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.

| * | <u>suy</u> *U | | | | Test Requeste | r 🔻 🛛 🛣 🛛 Action Items 👖 🛛 Notifica | itions 📮 0.00 USD |
|----------|----------------------|----------------------|--------------------------|--|------------------|-------------------------------------|---------------------|
| 🦿 | | | | | | | |
| - 1 | Shop Shopping Shoppi | ng Home ∞)Home/Shop | | | | | |
| | Create Cart | | | | | | |
| | Assign Substitute | | | | | | |
| 2 | Drafts Assigne | ed To Me | | Ing Cart Name Date Created Cart Description 6/18/2013 6/21/2013 Ing Cart Name Date Created Assigned To 9 sciqreq1 03 6/19/2013 Carol Wandersee | | legend | |
| • | Active Cart | Cart Number | Shopping Cart Name | Date Created | Cart Description | Total | Delete |
| ± | | 40670856 | Computer | 6/18/2013 | | 1,315.46 USD | Delete |
| | ेल | 40792753 | Projectors | 6/21/2013 | | 4,740.00 USD | Delete |
| | My Drafts Ass | igned to Others | | | | | legend |
| | View Cart | Cart Number | Shopping Cart Name | Date Created | Assigned To | Total | Unassign |
| | - | 40714628 | ~ 2013 Of 10 minute 1 03 | 6/19/2012 | Carol Wandersee | E 102 02 UED | Unnecian |

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

| ñ | Buy *U | | | Test Requester 🔻 ★ Action Items 🚺 Notifications 🐂 0.00 USD 🔍 |
|---|--|-----------------------------------|---------------------|--|
| Ì | ■ Shop 〉 Shopping 〉 Shopping Home マ 〉 He | ome/Shop | | |
| | Shopping | Cart for Lsu Sclashop Return Cart | (Continue Shopping | 1 Item(s) for a total of 1,315.46 USD subtotal: 1315.46 USD |
| - | Name this cart: | Computer | | estimated tax, shipping & handling: 0.00 USD |
| ш | Share my cart with others | | | Proceed to Checkout or Assign Cart |
| | Linus usu mada shannas7 | | | |

4. Click on the Accounting Codes tab.

| <mark>∧ Buy</mark> ∗U | Test Requester 👻 ★ Action Items 🚺 Notifications 🗎 35.86 USD 🗨 |
|---|---|
| 🙀 🧃 Shop 🖯 My Carts and Orders 🖯 Open My Active Shopping Cart 🗢 🖒 Summary - 1368693 - Draft Requisition | |
| | Submit Requisition |
| | Assign Cart |
| | Return to shopping cart Ocontinue Shopping |
| All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the Submit Requisition button at the top of the page. | |
| Requisition PR Approvals PO Preview Comments Attachments History | |
| Summary Shipping Billing Accounting Codes Supplier Info Shipping & Handling Charges | 9 |
| Hide header | Hide value descriptions |

Adding Split Accounting at the Line Item Level

- 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 | Contraction of the second of t | fastions 🕅 35.86 USD 🔍 |
|----------|--|--|-------------------------------|
| | ine Account and speedchan. | Schmit Registra | |
| 8 | You can enter all or part of the | Aug Carl | |
| 9. 10 | account number Value or Description. Click Select to choose the desired Account. Follow the same steps to add the Speedchart. | Advanced by the second of | prig cart 🕛 Continue Shopping |
| | | Regulation IR Approach 10 Preview Commercia Matchanetti Hatory | A 2 |
| | | summery shipping events accounting cases supplier in a suppling in versioning calleges | Hide value descriptions |
| | | Accounting Codes | ? |
| | Accounting Codes | ? X Prove Annual | 50 |
| | Select from your code favorites Account Speedchart Dept Fund | Program Class Project add split | |
| | Keiner from all values. O Required field O Required field O Required field O Required field O Required field | Required field For solution in the sons Add to Recovered | ¥5 • 65 |
| | \smile \smile | recalculate / validate values Sin / Parkanian laith Póre Guandin | Fut Price |
| | Sure | Cancel | B4.46 USD |

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**.

| Accounting Codes | | | | | | | | | ? X |
|---------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------|---------------------------|------|
| Select from your code favorites | ; • | | | | | | | | |
| Account | Speedchart | Dept | | Fund | Program | Class | | Project add split |) |
| 546700 | 0663000001 | 1663000 | 111 | 53000 | | 10105 | | | |
| Select from all values | Select from all values | Select from all | values Select f | rom all values Sel | ect from all values | Select from all values | | | |
| | | | | | | | reca | lculate / validate values | |
| | | | | | | | | | |
| | | | | Save Cancel | | | | | |
| Accounting Codes | | | | | | | | | ? X |
| Select from your code favorites | • | | | | | | | | |
| Account | Speedchart | Dept | Fund | Program | Class | Project | % of | Price add split | |
| 546700 | 0663000001 | 1663000 | 111 | 53000 | 10105 | | 0 | | |
| Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | | | 0/ _ f D.:: | _ |
| 546700 | 0663000001 | 1663000 | 111 | 53000 | 10105 | | 0 | % of Price | • |
| Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | | 1 | % of Drico | |
| | | | | | | S | plit Total 0% | % OF Price | |
| | | | | | | recalculate / val | idate values sl | % of Qty | |
| | | | | Save Cancel | | | | Amount of P | rice |
| | | | | | | | | Amount of C |)tv |

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.

| Accounting Codes | | | | | | | | | ? X |
|--------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------|-----------------|-------------------------------|-----|
| Select from your code favorite | s 💌 | | | | | | | | |
| Account | Speedchart | Dept | Fund | Program | Class | Project | % of Price | add split | |
| 546700 | 0663000001 | 1663000 | 111 | 53000 | 10105 | | 50 | remove | |
| Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | | | | |
| 546700 | 0651000001 | 1651000 | 111 | 52000 | 10105 | | 50 | remove | |
| Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | Select from all values | | | | |
| | | | | | | Split Tota | l 100% | add split | |
| | | | | | | recalculate / validate valu | ies show moneta | ry calculations | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | Save Cancel | | | | | |

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

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