Adding Split Accounting at the Line Item Level

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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.

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

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.

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.

13. Click the Save button when complete.

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