

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



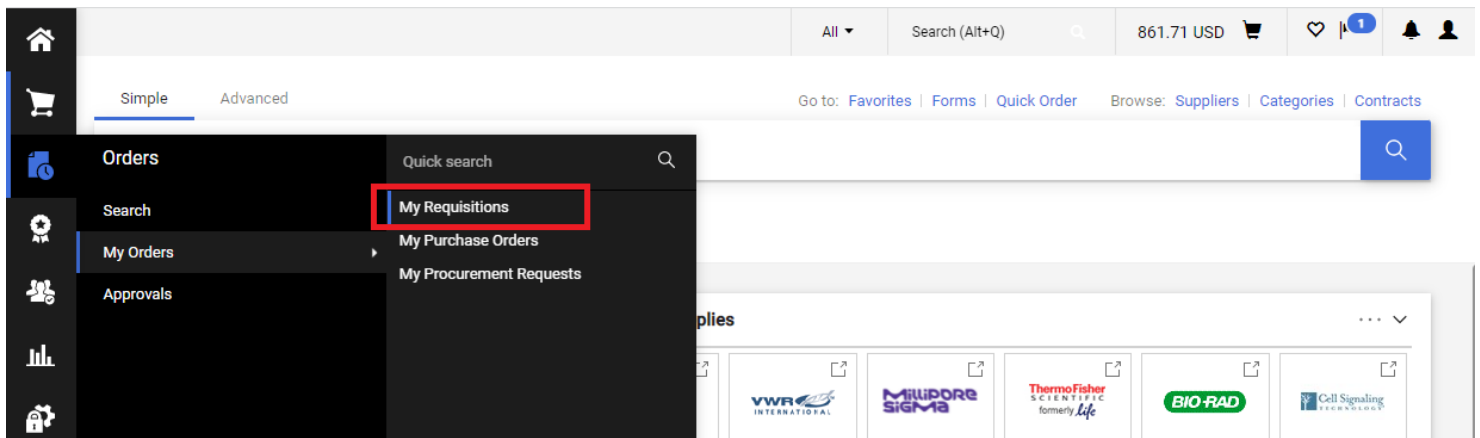
In This Guide

- ✓ 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**.



2. Choose the desired requisition.

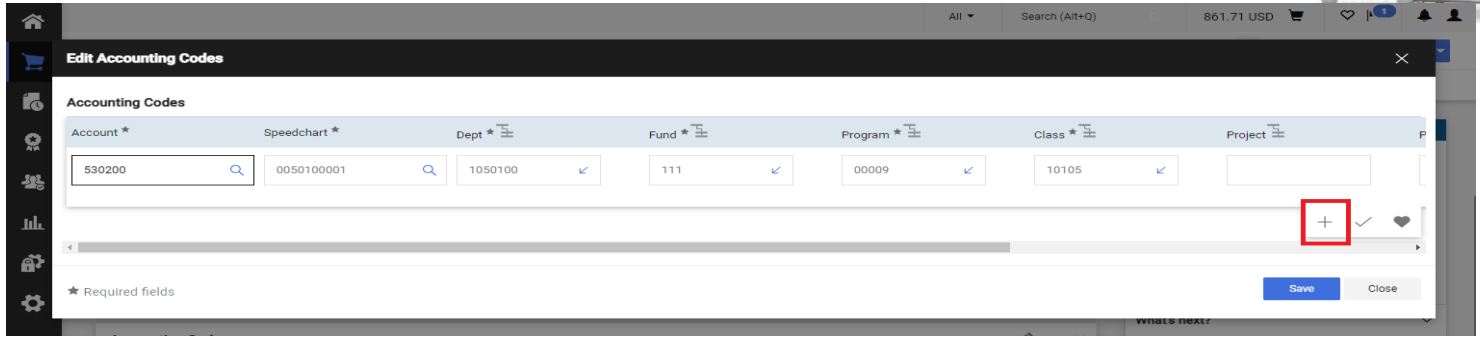
3. Scroll down to the **Accounting Codes** section. Click the **Pencil** icon to edit.

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

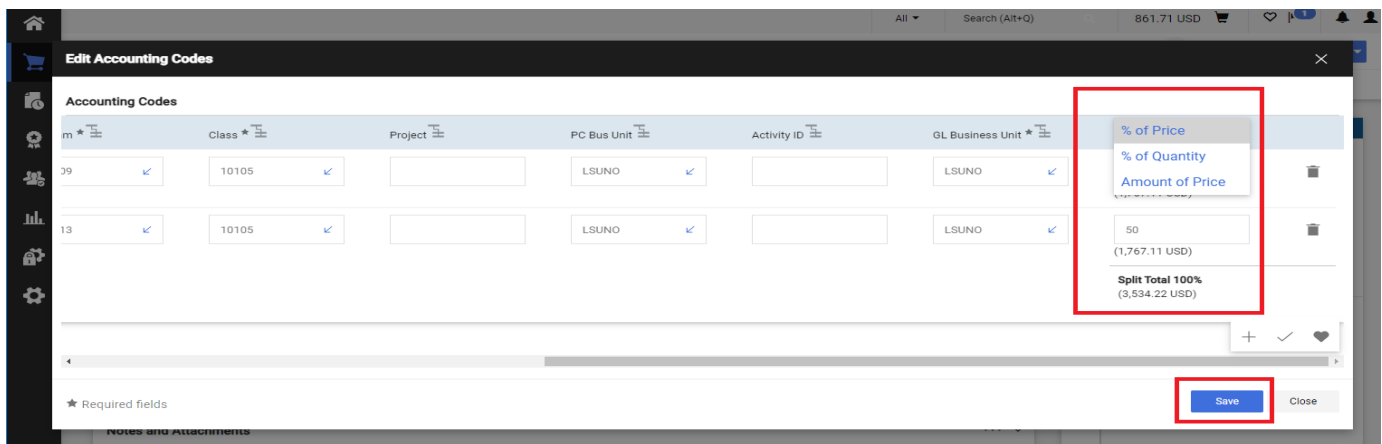
Adding Split Accounting at the Line Item Level



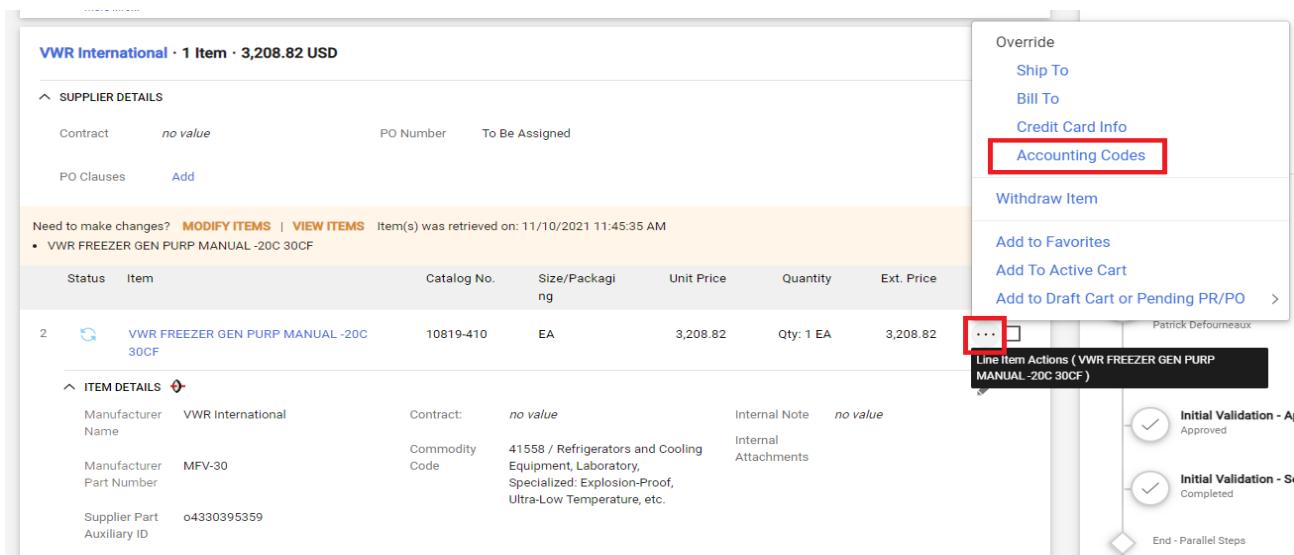
4. Click the **Plus sign (+)** to add another chartstring.



5. Search for and select the appropriate speedchart.
Scroll to the right to select either "**% of Price**", "**% of Quantity**", or "**Amount of Price**"
Enter in desired split. Click Save.



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.



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