

Utilizing Accounting Code Splits (multiple accounting strings by line)



Splitting accounting codes occurs at each line of the requisition. **DO NOT split at the Accounting Codes Header.**

1 Fill out the applicable form and proceed to check out. Under the Item, scroll down to Line 1 and click on the 3 dots to the right of the price.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Test Percentage Split		1/EA - Each	500.00	Qty: 1 EA - Each	500.00

2 Choose either GL String or Project String. **You CANNOT mix GL and Project, you must use one or the other.**

3 Once the string opens, click on the '+' to the right. Add the number of lines needed to complete the split. **Complete all required fields. Accounting Strings must be added to each line.**

4 Scroll to the right to add the percentage or dollar amounts for each split. Header must be 'Amount of Qty'. Click the check mark to save the amounts. ***See Next Slides to determine how to split by dollars or quantity and how to copy accounting strings to multiple lines.**

DO NOT Use Splits for Prepayments, Wires, Check Request, or Internal Purchase Orders.

Utilizing Accounting Code Splits

Splitting by Percentage



**Goods and Quick orders are quantity based.
Therefore, the split is a percentage of the total quantity.**

Goods Request Information

Existing Supplier

Supplier *

Fulfillment Address **p9893641**
Rt 38 and Mansion Blvd
Pennsauken, New Jersey 08109 United States

Distribution Method *
The system will distribute purchase orders using the method(s) indicated below.
 Check this box to customize order distribution information.

Fax +1 856-665-9437

Product Description *
250 characters remaining expand | clear

Catalog No./SKU/Product No.

Unit Cost *

Please enter the number of items being ordered in the Quantity field below

Total Dollar Amount/Quantity *

For example, this order has a total quantity of 1.

The accounting codes are split by .60 (60%) and .40 (40%) for a total of 100%.

Any percentage can be used, as long as the accounts add up to the quantity.

Business Line	Account	Activity	RU Initiative	Amount of Qty
8000 G&A General	52950 Office Supplies General	0000 None	no value	0.6
8000 G&A General	12950 AR General University	0000 None	no value	0.4

NOTE: Drop down header for the split MUST be 'Amount of QTY'. IF IT IS NOT, THE REQUISTION WILL FAIL.

Amount of Qty ▼

Utilizing Accounting Code Splits

Splitting by Dollars



**Service Request orders are by dollar amounts.
Therefore, the splits are represented in dollar amounts.**

Service Request Information

Existing Supplier

Supplier * ABC Appliances-p9868195

Fulfillment Address p9893641
 Rt 38 and Mansion Blvd
 Pennsauken, New Jersey 08109 United States

Distribution Method *
 The system will distribute purchase orders using the method(s) indicated below.
 Check this box to customize order distribution information.

Fax +1 856-665-9437

Product Description *

254 characters remaining expand | clear

Total Dollar Amount/Quantity *

For example, this order has a total dollar amount of \$500.

The accounting codes are split by \$125 and \$375 for a total of \$500.

Any dollar amount can be used, as long as they add up to the total dollar quantity.

Business Line	Account	Activity	RU Initiative	Amount of Qty
8000 G&A General	52950 Office Supplies General	0000 None	<i>no value</i>	125
8000 G&A General	12950 AR General University	0000 None	<i>no value</i>	375



NOTE: Drop down header for the split MUST be 'Amount of QTY'. IF IT IS NOT, THE REQUISITION WILL FAIL.

Amount of Qty ▼

Utilizing Accounting Code Splits




Copying the Same Code to Another Line



You can now copy accounting codes or part of an accounting code to multiple lines in your cart. To see how to add lines to a cart, view the [Adding Lines to a Requisition job aid](#).

1




Follow steps 1 - 4 in the first slide to add the split to your first line. Once the split is saved at the first line, click the **Copy Icon** to determine which part(s) of the accounting string you'd like to copy.

Values have been overridden for this line   


Account	Initiative / Activity	RU Initiative	Amount of Qty
52930	0000	no value	100
Office Supplies	None		
Computer			
52930	0000	no value	100
Office Supplies	None		
Computer			


3

If you did not copy the entire code, or you need to change the quantity/percentage amount, make sure to click the **pencil** next to the subsequent lines to edit further.

Values have been overridden for this line   

Account	Initiative / Activity	RU Initiative	Amount of Qty
52930	0000	no value	100
Office Supplies	None		
Computer			
52930	0000	no value	100
Office Supplies	None		
Computer			

Amount of Qty 



Split Total 300

2

In the top row you can un-check any account value that you do not wish to copy to the next line(s). In the bottom right half, the first check box will apply this code to ALL lines, or you can click the subsequent check marks to apply to specific lines. When done, click **Copy**.

Copy To Other Lines: GL String

Unit - New	Department / Division	Program / Organization	Not Used / Location	Fund Type	Expense Class / Business Line	Account	Initiative / Activity	RU Initiative	Amount of Qty
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
900	1530	1094	3999	100	8250	52930	0000	no value	100
Central Units	University Procurement Services	Accounts Payable	RBHS Wide	Unrestricted Operating General	Procurement	Office Supplies Computer	None		
900	1530	1024	3999	100	8250	52930	0000	no value	100
Central Units	University Procurement Services	Academic Affairs	RBHS Wide	Unrestricted Operating General	Procurement	Office Supplies Computer	None		

ABC Appliances

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	↩ Line 2	1/EA - Each	1.00	300 EA - Each	300.00

Apply to ALL lines

Copy Close



NOTE: The first time account codes are copied, an overlay will ask if you want to set the selection as your default. Select Yes if you want the same account codes to be selected each time you copy account codes, otherwise select No. If you select Yes, the overlay is only displayed again if your default account code selection is changed.