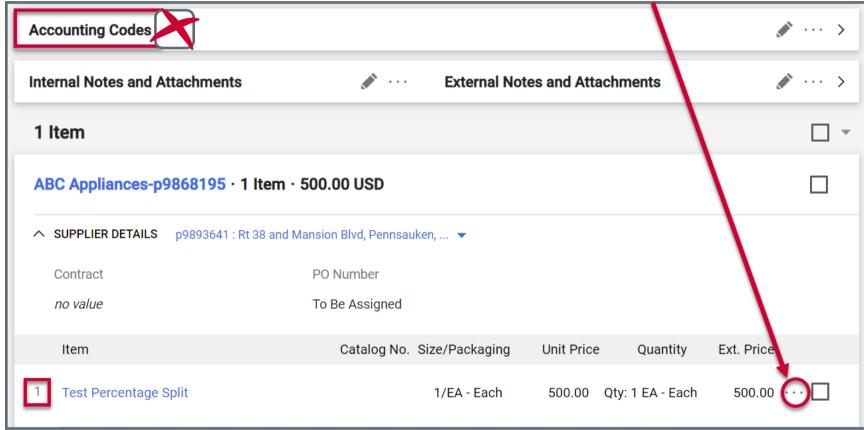
## Utilizing Accounting Code Splits (multiple accounting strings by line)

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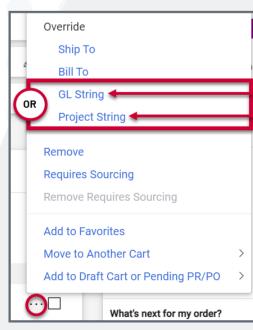
Splitting accounting codes occurs at <u>each line</u> of the requisition. <u>DO NOT split at the Accounting Codes Header.</u>

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

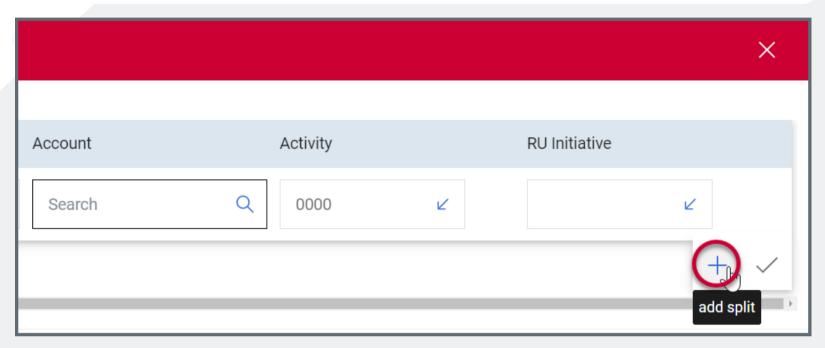


Choose either <u>GL String</u> or <u>Project String</u>.

You CANNOT mix GL and Project, you
must use one or the other.



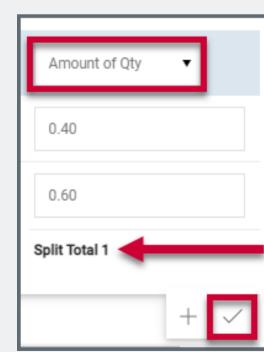
Once the string opens, <u>click on the '+'</u> to the right. Add the number of lines needed to complete the split. <u>Complete all required fields.</u>
<u>Accounting Strings must be added to each line.</u>



Scroll to the right to add the percentage or dollar amounts for each split. Header must be 'Amount of Oty'. 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.





## Utilizing Accounting Code Splits Splitting by Percentage



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Goods and Quick orders are quantity based.

Therefore, the split is a percentage of the total quantity.

Supplier *	ABC Appliances-p9868195 X Q	ABC Appliances-p9868195 ×
Fulfillment Address	p9893641 ♀ Rt 38 and Mansion Blvd	
Distribution Method ★	Pennsauken, New Jersey 08109 United States	
The system will distribute purchase order	s using the method(s) indicated below:	
Check this box to customize ord	Secretary Country on Annual Country and Annual Country of the Coun	
Fax +1 856-665- 9437		
	TEST	
Product Description *		
Product Description *	250 characters remaining expand I clear	
Product Description * Catalog No./SKU/Product No.	250 characters remaining expand I clear	
	250 characters remaining expand I clear	

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

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

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



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

Amount of Qty ▼

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## Utilizing Accounting Code Splits Splitting by Dollars



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Service Request orders are by dollar amounts.

Therefore, the splits are represented in dollar amounts.

Existing Supplier		
Supplier *	ABC Appliances-p9868195 × Q	ABC Appliances-p9868195 ×
Fulfillment Address	p9893641 ♥ Rt 38 and Mansion Blvd Pennsauken, New Jersey 08109 United States	
Distribution Method ★		
	orders using the method(s) indicated below: order distribution information.	
Fax +1 856-665- 9437		
Product Description ★		
	254 characters remaining expand 1 clear	

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	no value	125
8000 G&A General	<b>12950</b> AR General University	0000 None	no value	375



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

Amount of Qty ▼

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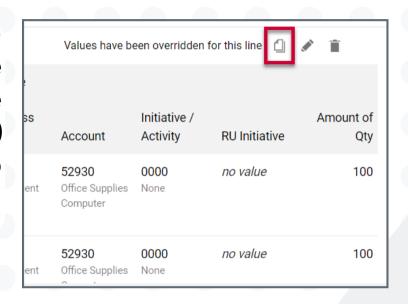
## Utilizing Accounting Code Splits Copying the Same Code to Another Line



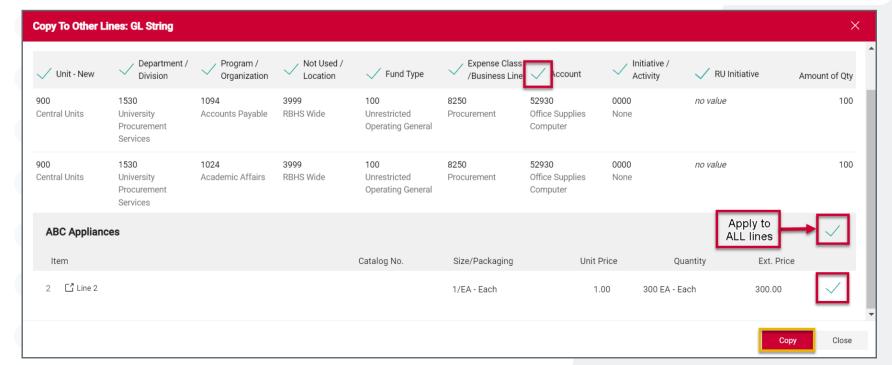
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You can now copy accounting codes or part of an accounting code to multiple lines in your cart. To see how to add lines to a cart, view the <u>Adding Lines to a Requisition</u> job aid.

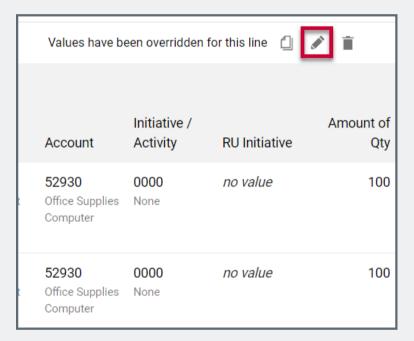
Follow steps 1 - 4 in the first slide to add the split to your first line. Once the split is saved at the first line, click the <a href="Copy Icon">Copy Icon</a> to determine which part(s) of the accounting string you'd like to copy.

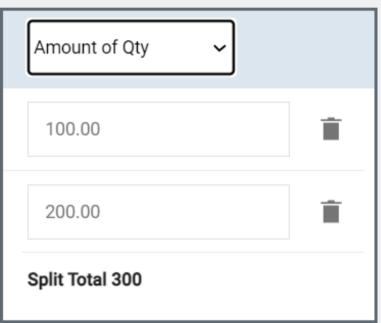


In the top row you can un-check any account value that you do not wish to copy to the next line(s). In the bottom right half, the first check box will apply this code to ALL lines, or you can click the subsequent check marks to apply to specific lines. When done, click 'Copy'.



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





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.

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