

## Adding Split Accounts at the Line Item Level

1. After you proceed to check, scroll down to the line item you wish to add the split to and click the  icon on the right.

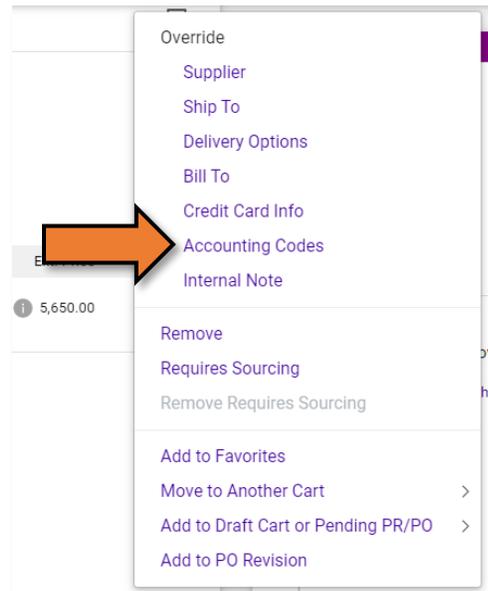
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Red bricks (item 54678) per quote 46255896 previously submitted.	54678	EA	1.13	5,000 EA	 

ITEM DETAILS 

Contract:	OSUA&M-CONS-0000024-2016	Internal Note	no value
AIM Part #	no value	Internal Attachments	Add
AIM Bin #	no value	PO Clauses	Add
External Note	no value		
Attachments for supplier	Add		

2. Choose "Accounting Codes" from the list that pops up.



3. When the “Override Accounting Codes” pop up appears click the  icon on the right.

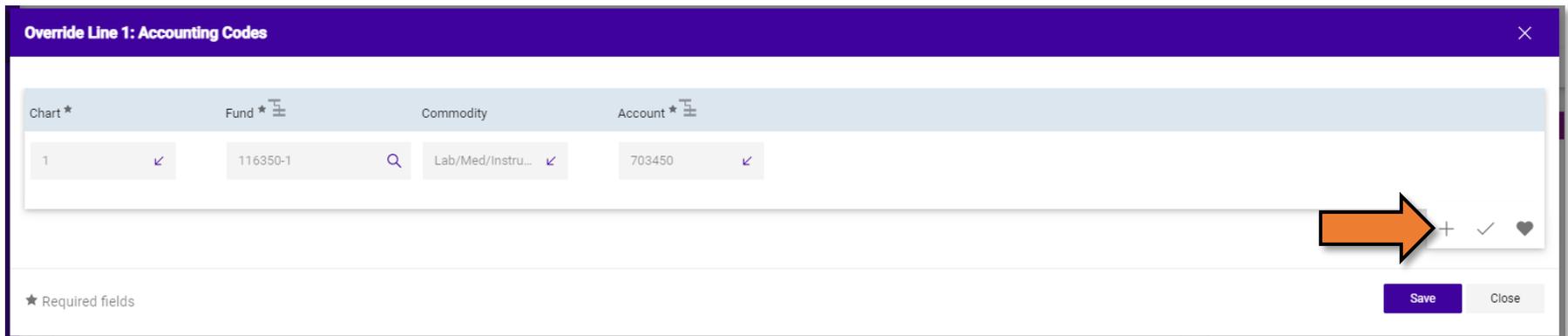


Chart *	Fund *	Commodity	Account *
1	116350-1	Lab/Med/Instru...	703450

★ Required fields

Save Close

4. A second accounting string will appear. Make your necessary changes to the second string. Then, “Amount of Price” from the drop-down and enter your split amounts. Once you have completed your necessary information, click “Save”.

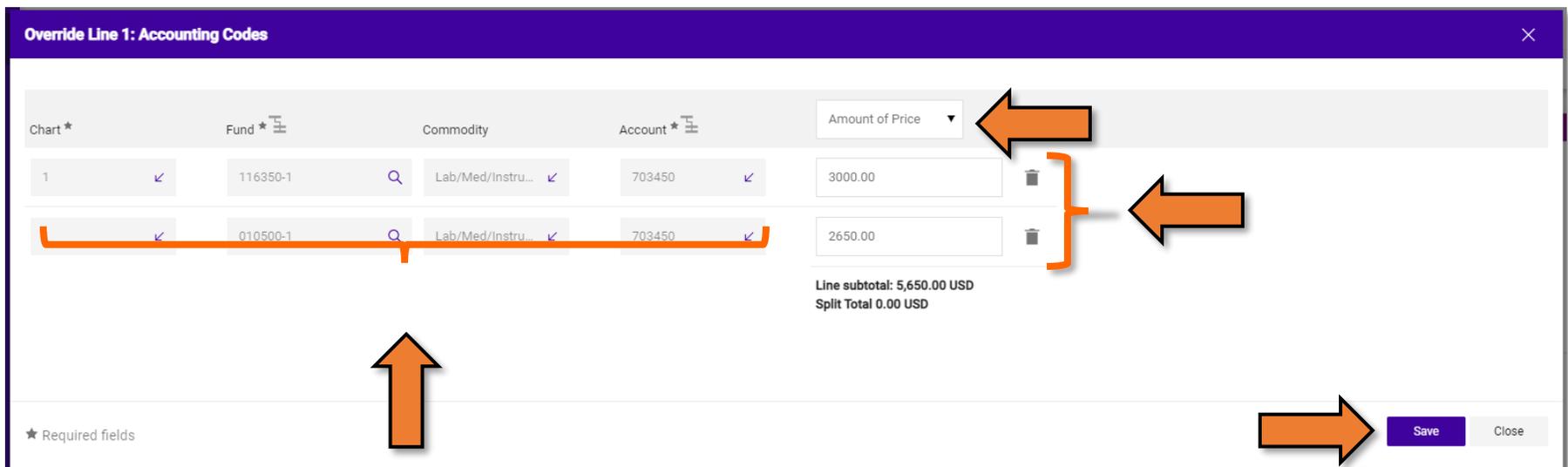


Chart *	Fund *	Commodity	Account *	Amount of Price
1	116350-1	Lab/Med/Instru...	703450	3000.00
1	010500-1	Lab/Med/Instru...	703450	2650.00

Line subtotal: 5,650.00 USD  
Split Total 0.00 USD

★ Required fields

Save Close

5. Your accounting split will now show below your line item.

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<p>ACCOUNTING CODES</p> <p>Values have been overridden for this line</p> <table border="1"> <thead> <tr> <th>Chart</th> <th>Fund</th> <th>Commodity</th> <th>Account</th> <th>Amount of Price</th> </tr> </thead> <tbody> <tr> <td>1 Oklahoma State - General University</td> <td>116350-1 Purchasing Office</td> <td>Lab/Med/Instructional Supplies Books/Periodicals and Livestock/Poultry included</td> <td>703450 Laboratory Supplies</td> <td>3,000.00 USD</td> </tr> <tr> <td>1 Oklahoma State - General University</td> <td>010500-1 Change Fund-Gen Univ</td> <td>Lab/Med/Instructional Supplies Books/Periodicals and Livestock/Poultry included</td> <td>703450 Laboratory Supplies</td> <td>2,650.00 USD</td> </tr> </tbody> </table>						Chart	Fund	Commodity	Account	Amount of Price	1 Oklahoma State - General University	116350-1 Purchasing Office	Lab/Med/Instructional Supplies Books/Periodicals and Livestock/Poultry included	703450 Laboratory Supplies	3,000.00 USD	1 Oklahoma State - General University	010500-1 Change Fund-Gen Univ	Lab/Med/Instructional Supplies Books/Periodicals and Livestock/Poultry included	703450 Laboratory Supplies	2,650.00 USD
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