

How to add split accounts at the line item level.

After you proceed to check and are on the Accounting Codes tab, scroll down to the line 1 and click on the edit button under Ext. Price.

General Shipping Billing Accounting Codes Internal Notes and Attachments PO Clauses Final Review Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Chart
- Required field: Commodity
- Required field: Fund

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Internal Notes and Attachments Supplier Info

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Chart	Fund	Commodity	Account
no value Required field	no value Required field	no value Required field	no value Required field

For selected line items Add to Favorites Go

Staples Business Advantage more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Change Order Request Form (For PO Amounts \$25,000 or Less) more info...			15,000.00	1	15,000.00 USD

Accounting Codes (same as header)

edit

This will bring up an Accounting Codes box and in the right hand corner you will see “add split”, this allows you to add as many splits as needed. Click on the drop down box and choose Amount of Price. Click Save when finished.

les Business Advantage more info...

Accounting Codes

Chart	Fund	Commodity	Account	Amount of Price	
no value Select from all values...	no value	no value Select from all values...	no value	0.00	add split remove
no value Select from all values...	no value	no value Select from all values...	no value	0.00	remove

Line subtotal: 15,000.00 USD Split Total: 0.00 USD

recalculate / validate values

Save Cancel