

# Step-by-Step Guide

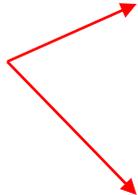
## Splitting Accounting Lines



### In This Guide

This guide demonstrates how to split accounting for an item in your shopping cart.

You can split the accounting in the header section or by line item.



Account String	Commodity	Sub Code	Fiscal Year	% of Price	edit
AA116770 FINANCIAL INFO MGMT (AA-1-16770)	Office Supplies Office Supplies, Data Processing Supplies	3010 OFF SUPP-PRINTING	11 2011	50%	
AA116720 BURSARS OFFICE (AA-1-16720)	Office Supplies Office Supplies, Data Processing Supplies	3010 OFF SUPP-PRINTING	11 2011	50%	

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct <a href="#">more info...</a> Accounting Codes (same as header) <a href="#">edit</a>	135848	CT	29.99	10 CT	299.90 USD	<input type="checkbox"/>
2 Staples® ReVu® Retractable Ballpoint Pens, Bold Point, 1.2 mm, Black Ink/Black Barrel, 12/Pk <a href="#">more info...</a> Accounting Codes (same as header) <a href="#">edit</a>	702558	DZ	6.09	2 DZ	12.18 USD	<input type="checkbox"/>

### Procedure

1. Access your shopping cart by clicking the shopping cart link in the upper right corner of the page... or by selecting **cards** on the navigation bar.
2. After reviewing the shopping cart, click the **Proceed to Checkout** button.

12 Item(s) for a total of **312.08** USD  
subtotal: 312.08 USD  
estimated tax, shipping & handling: 0.00 USD

**Proceed to Checkout** [Assign Cart](#)

Product Description	Unit Price	Quantity	Total
Item added on Dec 20, 2011 <b>Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct</b> <a href="#">more info...</a> Part Number: 135848 Manufacturer Info: STP135848 - (STAPLES)	29.99 USD CT	10	299.90 USD

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## Splitting Accounting Lines



3. Click on the **Accounting Codes** tab or chevron, located at the top of the page.
4. Scroll down to the line item section where you can enter accounting information for the line item.
5. Click the **edit** button.

Accounting Codes - Draft Requisition - Windows Internet Explorer

https://usertest.sciquest.com/apps/Router, ...

home/shop | favorites | forms | **carts** | history | document search | settlement | more >> | AAA

active cart | draft carts | assigned carts | favorites | my requisitions

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

Submit Requisition or Assign Cart

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 String
- Required field: Commodity
- Required field: Sub Code
- Required field: Fiscal Year

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info | Taxes/S&H

Hide value descriptions

**Accounting Codes**

These values apply to all lines unless specified by line item

Account String	Commodity	Sub Code	Fiscal Year	edit
no value Required field				

For selected line items | Add To Favorites | Go

**STAPLES** more info...

Fulfillment Address 1  
3040 Route 50 North, N Saratoga Springs, NY 12866 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct more info... Accounting Codes (same as header)	135848	CT	29.99	10 CT	299.90 USD	<input type="checkbox"/>

edit

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### 6. Enter the **Account String**.

- Enter the Account String. You can click the **recalculate / validate values** link to validate the field.
- If you need to search, click on the **Select from all values....** link to search for the SpeedType.

### 7. Enter or search for the **Commodity, Sub Code** and **Fiscal Year**.

### 8. Split the accounting for the line by clicking on the **add split** link (an additional row displays) and selecting the appropriate option for the split. In this example, the split is **% of Price**.

### 9. Enter the appropriate split value. In this example, the split is 50/50.

### 10. The accounting values entered in the first row will copy into the new row. You can enter the appropriate accounting codes in the new row in the same manner used in previous steps.

The screenshot shows the 'Accounting Codes' form with the following data:

Account String	Commodity	Sub Code	Fiscal Year	Split Type	Value	Action
AA116770 Select from all values...	Office Supplies Select from all values...	3010 Select from all values...	12 Select from all values...	% of Price	50	remove
AA116720 Select from all values...	Office Supplies Select from all values...	3010 Select from all values...	12 Select from all values...	% of Price	50	remove

Buttons: Save, Cancel

Split Total: 0%  
recalculate / validate values show monetary calculations

### 11. Click the **Save** button.

*You have successfully split accounting for an item in your shopping cart.*

## Your Next Step

### Shoppers:

See the **Assigning Shopping Carts** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

### Requesters:

See the **Proceeding to Checkout** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus and shipping information
- ✓ Add accounting and commodity code
- ✓ Submit shopping carts as requisitions