

In This Guide

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

Procedure

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

Roger Requestor of Cart - Draft Re	profile logout] ित्त Sample Cart equisition Search	for Training Split / for Cataloy No. (SKU)	Acctg 12 ite	m(s), 312.08 USD
home/shop favorites forms	carts history	document sett search	lement	more >> 💌 🗚
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Have you made changes? Update 🚔 🖓 Help 🗛	dd Non-Catalog Item Empty Cart	Perform an action on (() items selecte	d) ▼ Select All [
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Manufacturer Info STP135848 - (STAF	PLES)			



- 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			
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🕝 General 😪 Shipping 😨 I	Billing Accounting Codes Attachment	tes and Solution PO Claus	ses final Review	or ssign Cart
Almost ready Required field Required field Required field Required field Required field Required field	to go! The list below needs to be addres : Account String : Commodity : Sub Code : Fiscal Year	ssed before the reque	est can be submitted.	
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Summary Shipping Billing	Accounting Codes Supplier Info	Taxes/S&H		🖨 ?
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Account String	Commodity	Sub Code	Fiscal Year	edit
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Accounting Codes (same as be	ader)			
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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 <u>search</u>, 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.

counting Codes				
Account String	Commodity	Sub Code	Fiscal Year % of Pr	rice 💌 add split
AA116770	Office Supplies	3010	12 50	remove
Select from all values				
AA116720	Office Supplies	3010	12 50	remove
Select from all values				
			Split Total 0%	add split
			recalculate / validate values show moneta	ary calculations
		Save		

11. Click the save button.

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

Requesters:

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

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

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