


Accounting Code Splits

Accounting Code Splits

Accounting codes can be split to distribute a requisition or invoice's dollar amount across multiple Indexes, Account, and Activity codes. There are two ways to split a transaction.

- ❖ **Header Level Splits:** Are entered at the header level of a document and will apply to all line items, unless overridden at the line level. Header level splits are restricted to either a percentage of price, or a percentage of quantity.
- ❖ **Line Level Splits:** Are entered under specific line items and apply only to that line. Unlike header level splits, line level splits can accommodate amount of price and amount of quantity, as well as percentage splits.

Split Accounting for a Requisition: Header Level

1. Within the checkout screen in BennyBuy, scroll down to the Accounting Codes box. Click the  icon to begin entering your accounting codes.

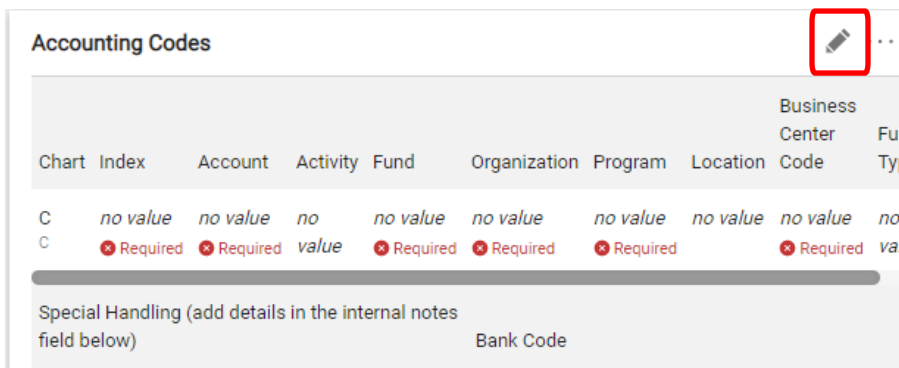


Chart	Index	Account	Activity	Fund	Organization	Program	Location	Business Center Code	Fur Typ
C	no value	no value	no	no value	no value	no value	no value	no value	no
C	Required	Required	value	Required	Required	Required		Required	val

Special Handling (add details in the internal notes field below) Bank Code

2. When the Edit Accounting Codes box open, begin by enter your first accounting string. When entering the index, make sure to choose the value that populates in the dropdown box.

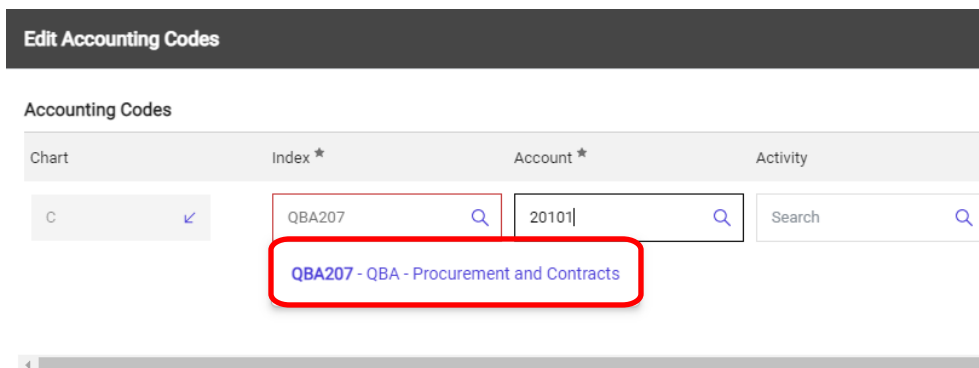
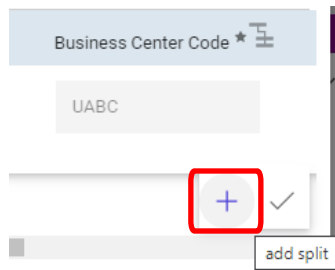


Chart	Index *	Account *	Activity
C	QBA207	20101	Search

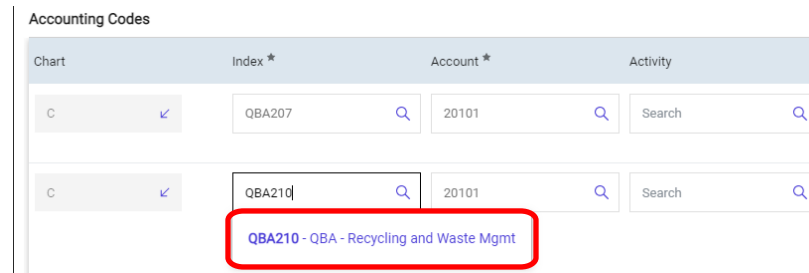
QBA207 - QBA - Procurement and Contracts

Accounting Code Splits

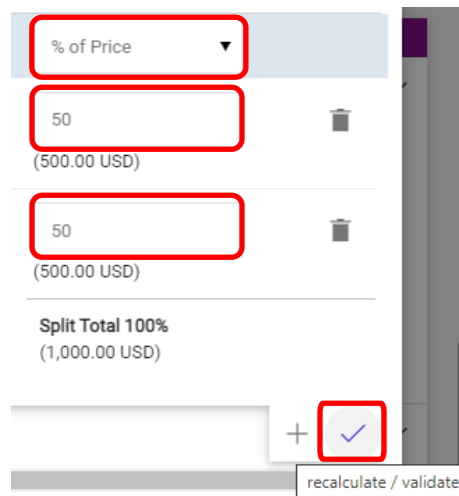
- To add another accounting line, select the plus symbol that appears on the right hand side of the box.



- A secondary accounting line will appear. Enter the new accounting information for your second line. Repeat the process from step 3 to add additional accounting lines as needed.



- Scroll to the right of the box by using the scroll bar. Begin by selecting the type of split you would like (percent of quantity or percent of price) and enter the split amounts in the boxes for each accounting line. Once your values have been entered, select the checkmark to validate your totals.



- Once your splits have been validated, select the **Save Changes** button in the bottom right of the box.

Accounting Code Splits

Split Accounting for a Requisition: Line Level

1. Within the checkout screen in BennyBuy, scroll down to where the line items are listed. Select the **...** symbol for the line you wish to add split accounting.

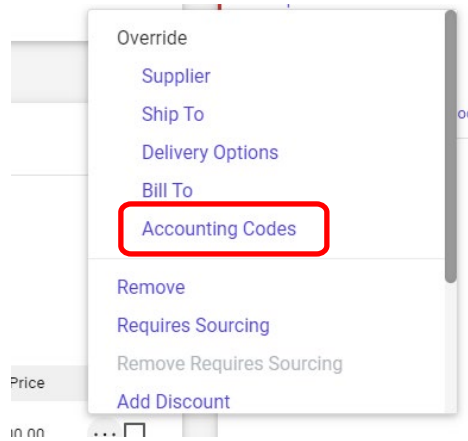
Stan Mikita Donuts · 1 Item · 1,000.00 USD

^ SUPPLIER DETAILS

PO Number	To Be Assigned	Quote number	no value
Contract	no value	PO Clauses	Add

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Line 1			1,000.00	Qty: 1	1,000.00	...

2. In the popup box that appears, select **Accounting Codes**.



3. The Override Accounting Codes box will open. Begin by entering the first accounting string. When entering the index, make sure to choose the value that populates in the dropdown box.

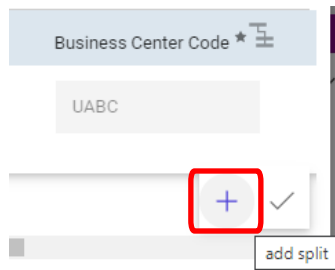
Override Line 1: Accounting Codes

Chart	Index *	Account *	Activity
C	QBA207	20101	Search
	QBA207 - QBA - Procurement and Contracts		

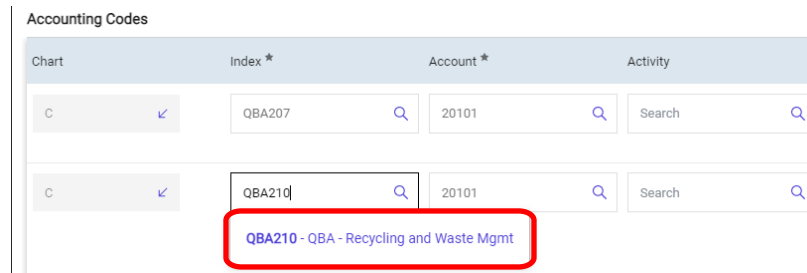
★ Required fields

Accounting Code Splits

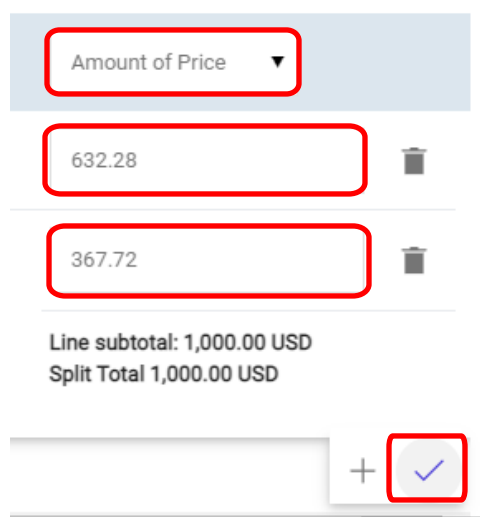
- To add another accounting line, select the plus symbol that appears on the right hand side of the box.



- A secondary accounting line will appear. Enter the new accounting information for your second line. Repeat the process from step 4 to add additional accounting lines as needed.



- Scroll to the right of the box by using the scroll bar. Use the dropdown menu at the top to choose the type of split you would like to apply. Please note that you will now have the option to split by amount. Enter your split amounts in the boxes for each accounting line. Once your values have been entered, select the checkmark to validate.

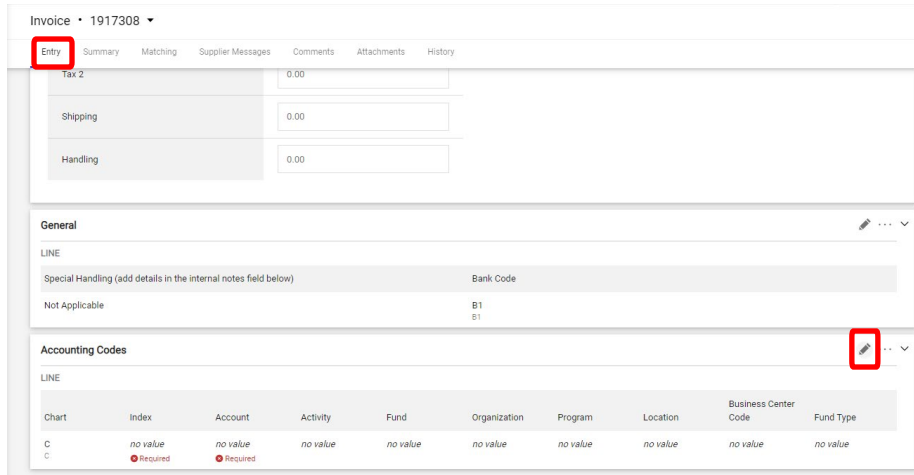


- Once your splits have been validated, click the **Save Changes** button.

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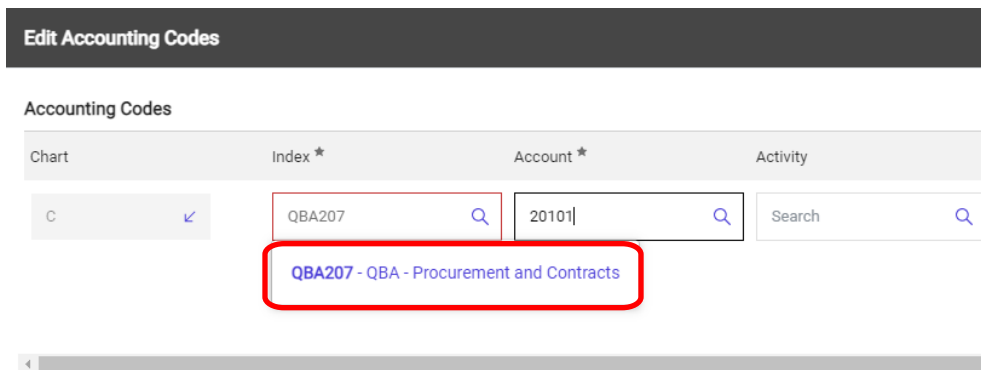
Split Accounting for an Invoice: Header Level

1. On the Entry tab, scroll down to the Accounting Codes box. Select the  icon.



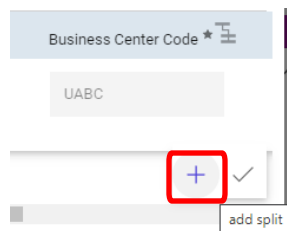
The screenshot shows the 'Invoice' entry screen for invoice 1917308. The 'Entry' tab is selected. Below the 'Tax 2', 'Shipping', and 'Handling' sections, there is a 'General' section and an 'Accounting Codes' section. The 'Accounting Codes' section has a red box around the edit icon (pencil) in the top right corner.

2. The Edit Accounting Codes box will open. Begin by entering your first accounting string. When entering the index, make sure to choose the value that populates in the dropdown box.



The 'Edit Accounting Codes' dialog box is open. It shows a table with columns for Chart, Index, Account, and Activity. The 'Index' field contains 'QBA207' and the 'Account' field contains '20101'. A search box is also present. Below the table, a red box highlights the search result 'QBA207 - QBA - Procurement and Contracts'.

3. To add another accounting line, select the plus symbol that appears on the right hand side of the box.



The screenshot shows a dropdown menu for 'Business Center Code'. The selected value is 'UABC'. A red box highlights the plus sign (+) on the right side of the dropdown, which is used to add a new split.

Accounting Code Splits

4. A secondary accounting line will appear. Enter the new accounting information for your second line. Repeat the process from step 3 to add additional accounting lines as needed.

Accounting Codes

Chart	Index *	Account *	Activity
C	QBA207	20101	Search
C	QBA210	20101	Search

QBA210 - QBA - Recycling and Waste Mgmt

5. Scroll to the right of the box by using the scroll bar. Begin by selecting the type of split you would like (percent of quantity or percent of price) and enter the split amounts in the boxes for each accounting line. Once your values have been entered, select the checkmark to validate your totals.

% of Price

50
(500.00 USD)

50
(500.00 USD)

Split Total 100%
(1,000.00 USD)

+

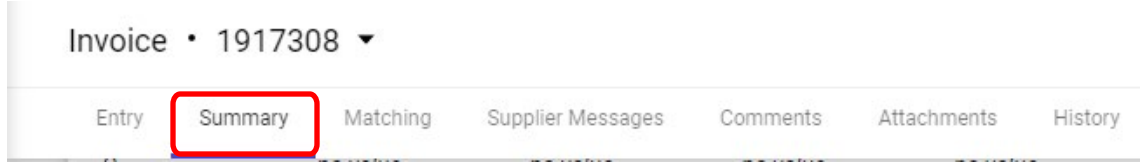
recalculate / validate

6. Once your splits have been validated, select the **Save Changes** button in the bottom right of the box.

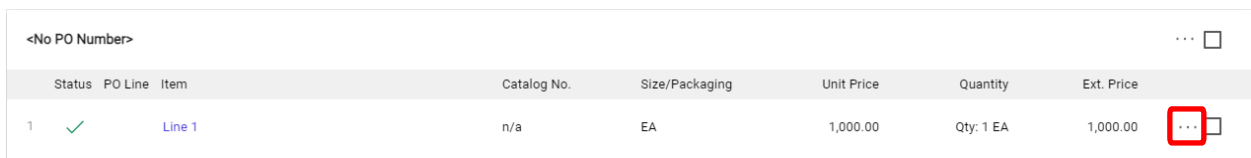
Accounting Code Splits

Split Accounting for an Invoice: Line Level

1. To add split accounting at the line level for an invoice, begin by clicking on the **Summary** tab along the top menu.

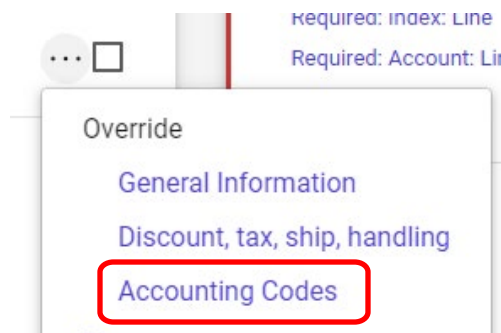


2. Scroll down to where the line items are listed. Select the **⋮** symbol for the line you wish to add split accounting.

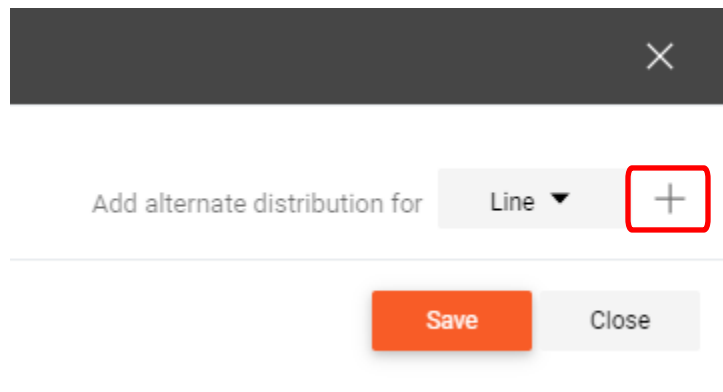
A screenshot of a table showing invoice line items. The table has columns for 'Status', 'PO Line', 'Item', 'Catalog No.', 'Size/Packaging', 'Unit Price', 'Quantity', and 'Ext. Price'. The first row shows 'Line 1' with a checkmark in the status column. A red box highlights the three-dot menu icon in the rightmost column of the first row.

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓	Line 1	n/a	EA	1,000.00	Qty: 1 EA	1,000.00	⋮

3. In the popup box that appears, select **Accounting Codes**.



4. The Override Accounting Codes box will open. Begin by clicking the plus symbol to add an accounting line.



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5. Enter the first accounting string. When entering the index, make sure to choose the value that populates in the dropdown box.

Override Line 1: Accounting Codes

Chart	Index *	Account *	Activity
C	QBA207	20101	Search

QBA207 - QBA - Procurement and Contracts

★ Required fields

6. To add another accounting line, select the plus symbol that appears on the right hand side of the box.

Business Center Code *

UABC

+

add split

7. A secondary accounting line will appear. Enter the new accounting information for your second line. Repeat the process from step 6 to add additional accounting lines as needed.

Accounting Codes

Chart	Index *	Account *	Activity
C	QBA207	20101	Search
C	QBA210	20101	Search

QBA210 - QBA - Recycling and Waste Mgmt

Accounting Code Splits

8. Scroll to the right of the box by using the scroll bar. Use the dropdown menu at the top to choose the type of split you would like to apply. Please note that you will now have the option to split by amount. Enter your split amounts in the boxes for each accounting line. Once your values have been entered, select the checkmark to validate.

Amount of Price ▼

632.28

367.72

Line subtotal: 1,000.00 USD
Split Total 1,000.00 USD

+ ✓

9. Once your splits have been validated, click the **Save** button.