

Split Index/Fund and/or Account code at Line Item Level

Charging a line item to a different Index/Fund and/or Account Code –

If you need to have one or more items in your order charged to a different Index/Fund or a different Account code than what is listed in the header, you will need to split the Index/Fund at the line item level. Any shipping costs that are added to a punchout catalog order will NOT be included when split-fund orders. It will be split out in direct proportion to the item split.

NOTE: ONLY ONE ACCOUNT CODE CAN BE USED PER LINE ITEM. IF YOU ARE SPLITTING BY FUND, THE ACCOUNT CODE MUST ALWAYS REMAIN THE SAME.

1. After you Click Proceed to cart. You will have pencils on the line items to modify them if needed. Start by Click the pencil In the Accounting Codes section.

Requisition • 178626579

Summary Taxes/S&H PO Preview Comments Attachments History

no value no value no value





Accounting Codes 


Chart	Index	Account	Activity
G G	117042 Purchasing	201110 Office Supp/Equip Non-capital	no value

Internal Notes and Attachments  **External Notes and Attachments** 

Internal Note no value
Internal Attachments [Add](#)


Note to all Suppliers no value
Attachments for all suppliers [Add](#)

5 Items 


Carolina Biological Supply Co. • 5 Items • 44.80 USD 

SUPPLIER DETAILS

Contract no value PO Number To Be Assigned

Summary 


Draft

Total (44.80 USD) 

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 44.80
Shipping 0.00
Handling 0.00


44.80

What's next for my order? 

Next Step [Create PO](#)




Approvers Automatically calculated by

2. Now you may edit the Header (Accounting Code Section).



Edit Accounting Codes 

Accounting Codes

Chart *	Index *	Account *	Activity
<input type="text" value="G"/>	<input type="text" value="117042"/>	<input type="text" value="201110"/>	<input type="text" value="Search"/>

★ Required fields

3. Click the Check button in line with the item you want to charge to an Index/Fund different from the header.

Carolina Biological Supply Co. · 5 Items · 44.80 USD

^ SUPPLIER DETAILS

Contract *no value* PO Number To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96	<input type="text" value="3"/> EA	26.88	... 

^ ITEM DETAILS 

Manufacturer Contract: Internal Note


4. Then Click the 3 dots button next to it.

Carolina Biological Supply Co. · 5 Items · 44.80 USD

^ SUPPLIER DETAILS

Contract *no value* PO Number To Be Assigned


Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96	<input type="text" value="3"/> EA	26.88	... 

^ ITEM DETAILS 

Manufacturer Contract: Internal Note

5. Under Override Click 'Accounting Codes'

1 Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96	<input type="text" value="3"/> EA	26.88	<div data-bbox="1149 1386 1567 1680" style="border: 2px solid red; padding: 5px;"><p>Override</p><p>Line Item Actions (Disposable Laboratory Coat, Tyvek, Medium)</p><ul style="list-style-type: none">Delivery OptionsBill ToAccounting CodesRemoveLine Item HistoryRequires Sourcing</div>
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^ ITEM DETAILS 

Manufacturer Name Carolina Biological Supply Company	Contract: <i>no value</i>	Internal Note <i>no value</i>
Manufacturer Part Number 706330	Commodity Code 46181532 / Lab coats	Internal Attachments Add
More Information	Restricted Item Flag <i>no value</i>	External Note <i>no value</i>
		Attachments

6. Enter the Index/Fund and/or Account code to which you want to charge this line item. Click Save.

NOTE: You have the option of splitting a line item between more than one Index/Fund.

(For splitting by % of price, see Split Index/Fund at Header by % of Price Instructions starting at #2.

For splitting by amount of price, see Split Index/Fund at Header by Amount of Price instructions starting at #2.

For splitting by % of quantity, see Split Index/Fund at Header by % of Quantity instructions starting at #2.)

You will see a note stating that the "Accounting Codes values have been overridden for this line".

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96 USD	3 EA	26.88
<i>Add discount...</i>					
Accounting Codes values have been overridden for this line					
Chart	Index	Account	Activity		
G	117507	201110	<i>no value</i>		
G	Housekeeping	Office Supp/Equip Non-capital			
Manufacturer Name	Carolina Biological Supply Company	Commodity Code	46181532 Lab coats	Internal Note <i>no note</i>	
Manufacturer Part Number	706330	Restricted Item Flag	<i>no value</i>	Internal Attachments	
More Information URL	http://www.carolina.com/catalog/...			External Note <i>no note</i>	
UNSPSC	46-18-15-32			Attachments for supplier	
2 Disposable Laboratory Coat, Tyvek, Large	706332	EA	8.96 USD	2 EA	17.92
<i>Add discount...</i>					
Manufacturer Name	Carolina Biological Supply Company	Commodity Code	46181532 Lab coats	Internal Note <i>no note</i>	
Manufacturer Part Number	706332	Restricted Item Flag	<i>no value</i>	Internal Attachments	
More Information URL	http://www.carolina.com/catalog/...			External Note <i>no note</i>	
UNSPSC	46-18-15-32			Attachments for supplier	