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 levels 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.

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

![Image of accounting code with plus symbol](image1.jpg)

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.

![Image of accounting codes table](image2.jpg)

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.

![Image of split validation](image3.jpg)

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

![Image of save changes button](image4.jpg)
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.

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

5. 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.

6. 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.

7. Once your splits have been validated, click the **Save Changes** button.
Split Accounting for an Invoice: Header Level

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

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.

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

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.

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

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

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

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.
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.

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