Quick Reference Guide

Adding Split Accounting at the Line Item Level

In This Guide

✓ Adding Split Accounting at the Line Item Level

This guide demonstrates how to split accounting for an individual item in your cart. You can split the accounting in the header section OR by line item. Split accounting at the header level will affect all line items in the cart. Split accounting at the line item level will only affect that line.

Procedure

1. Access your listing of carts by selecting the shopping carts icon from the navigation bar on the left side of the screen within LSU GeauxShop.

   *Requesters can navigate to assigned carts from the homepage. Go to Action Items → Carts Assigned to me.

2. Click on the name of the cart that you want to modify. The cart that you clicked becomes your active cart.

3. After reviewing and updating the cart, click the Proceed to Checkout button.

4. Click on the Accounting Codes segment in the process flow diagram at the top of the page.

Revised 7/22/2013

For training inquiries, send an email to: geauxshophelp@lsu.edu
For training inquiries, send an email to: geauxshophelp@lsu.edu

5. Scroll down to the **Supplier / Line Item Details** section where you can enter accounting information for the line item.

6. Click the **edit** button.

7. Click on **Select from all values**… to search for the **Account Number**.

8. You can enter all or part of the account number **Value** or **Description**.

9. Click **Select** to choose the desired account number.

10. Follow the same steps to add **Transaction Type** and **Object Code**.

11. Split the accounting by clicking the **add split** link (an additional row displays) and then using the drop-down list to select the appropriate option for the split. In this example, the option selected for the split is **% of Price**.

12. Edit the new row by entering the appropriate accounting codes in the same manner used in previous steps. Then enter the appropriate split values. In this example, the specified split is 50/50.

13. Click the **Save** button when complete.

**You have successfully split accounting at the line item level in your cart.**