Splitting Accounting Information
1. After Proceeding to Checkout and completing the Shipping Address, the Accounting Information must be completed. The accounting can be split in 2 places: the header level and at the line item.
2. Click the edit button to open the Accounting Codes box.
3. Click Select from profile values under the Index to select the first accounting information.
4. Select the appropriate code from the drop down.
5. Click Select from all values under the Account code.
6. Using the Custom Field Search, enter a Value (ex. 74515) or a Description (Supplies) into the corresponding fields and click Search.
7. Click Select for the appropriate account code.
8. After completing this Account string, Click add split to create a second account string at the header level.

NOTE: The header level accounting will be applied to all items. If you are attempting to charge specific items to a different code, you must create splits at the line item level.
9. The 2\textsuperscript{nd} accounting line auto-populates with the values from the first line so they will need to be modified accordingly.
10. Here, at the header level, any accounting splits can be based on:
   A. Percentage of the price
   B. Percentage of the quantity
   C. Amount of the price
11. The correct percentage or amount must be entered in the boxes provided for each accounting line.
12. Click Save.
13. To create a split for a specific line item, click the edit button next to the item.
14. This line has automatically inherited the accounting codes entered at the header level. Click remove next to the second accounting string.
15. Edit the Index and/or Account numbers as needed, following the same steps used to enter accounting information at the header level.
16. Once the correct accounting codes have been entered, click Save.
17. Splits at the header level can be viewed on the Requisition Summary tab and the Accounting Codes tab.

18. The line item splits can only be viewed on the Accounting Codes tab under the line item(s) it pertains to. Notice the Information icon shows the accounting has been split at the line item level.