

# Splitting Account Codes

Purchases can be allocated to multiple Index/Account codes or FOAP's. All items purchased will be charged to the Index and Account codes selected in the Header Record unless a split is indicated.

1. To assign multiple Index/Account codes by product or line, select the edit button

The screenshot shows a procurement system interface. At the top, there are tabs for Summary, Taxes/S&H, PO Preview, Comments, Attachments, and History. Below this is the 'Accounting Codes' section, which contains a table with columns: Chart, Index, Fund, Organization, Account, Program, Activity, and Location. The data row shows: Chart V, Index E60015 (Business Office), Fund 110001 (Undesignated E and G), Organization 304305 (Business Office), Account 74510 (Supplies), Program 450, Activity no value, and Location no value. Below this is the 'Internal Notes and Attachments' section, followed by 'External Notes and Attachments'. The main section is titled '7 Items' and shows 'Waste Industries · 7 Items · 25.00 USD'. Underneath, there are 'SUPPLIER DETAILS' and a table for 'Contract', 'PO Number', and 'To Be Assigned'. The main table has columns: Item, Catalog No., Unit Price, Quantity, and Ext. Price. Two items are listed: Item 1 'Test' with Catalog No. 1, Unit Price 5.00, Quantity 2 EA - Each, and Ext. Price 10.00; and Item 2 'Test 2' with Catalog No. 2, Unit Price 3.00, Quantity 5 EA - Each, and Ext. Price 15.00. Below each item is an 'ITEM DETAILS' section with fields for Taxable, Internal Note, and Internal Attachments.

2. Click on the plus sign to add another line for codes. Banner requires you to split based on% only.

The screenshot shows the 'Edit Accounting Codes' dialog box. It has a table with columns: Chart, Index, Fund, Organization, Account, Program, Activity, Location, and % of Price. The data row shows: Chart V, Index E60015, Fund 110001, Organization 304305, Account 74510, Program 450, Activity No Value, Location No Value, and % of Price No Value. Below the table is a section for 'Enter %' with a dropdown menu showing options: % of Price, % of Quantity, and Amount of Price. The 'Split Total 0%' is also shown. At the bottom right, there is a plus sign (+) and a checkmark (✓) button. At the bottom, there are 'Save Changes' and 'Close' buttons.

3. Select you would like to split by a % or amount
4. Enter the account codes and % of split (Please note this will split with the same account codes, you will need to manually edit this)

5. Total % of split will equal 100%

6. Continue to add or modify as many Index/Account codes as need

Chart	Index	Fund	Organization	Account	Program	Activity	Location	% of Price
V	E60015	110001	304305	74510	450	No Value	No Value	50
V	E60001	110001	102075	74510	450	No Value	No Value	50

Split Total 100% (25.00 USD)

7. Edit your line items to match the Accounting/Index code to match by clicking on the 3 dots and selecting Accounting Codes.

Business Office: Undesignated E and G, Business Office: Supplies

Internal Notes and Attachments: no value, Add

External Notes and Attachments: Note to all Suppliers, Attachments for all suppliers, no value, Add

7 Items

Waste Industries · 7 Items · 25.00 USD

SUPPLIER DETAILS: Purchase/Change Orders 2: 7320 Centennial Blvd...

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Test 1	1	5.00	2 Each	10.00
2 Test 2	2	3.00	5 Each	15.00

Accounting Codes

8. Delete the account/index code you DO NOT want associated with that line item and save

Index	Fund	Organization	Account	Program	Activity	Location	% of Price
E60015	110001	304305	74510	450	No Value	No Value	50 (5.00 USD)
E60011	110001	302075	74510	450	No Value	No Value	50 (5.00 USD)
							Split Total 100% (10.00 USD)

**Override Line 2: Accounting Codes**

Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	E60011	110001	302075	74510	450	No Value	No Value

[Save](#) [Close](#)

9. Once complete all line items will have the correct account/index code associated with it.

**Waste Industries · 7 Items · 25.00 USD**

▲ SUPPLIER DETAILS [Purchase/Change Orders 2 : 7320 Centennial Blvd...](#)

Contract	PO Number	To Be Assigned
no value		

Item	Catalog No.	Unit Price	Quantity	Ext. Price			
1 Test 1	1	5.00	2 Each	10.00			
▲ ITEM DETAILS							
Taxable	No	Internal Note	no value				
Commodity Code	no value	Internal Attachments	Add				
▲ ACCOUNTING CODES							
Values have been overridden for this line							
Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	E60015 Business Office	110001 Undesignated E and G	304305 Business Office	74510 Supplies	450	no value	no value
2 Test 2	2	3.00	5 Each	15.00			
▲ ITEM DETAILS							
Taxable	No	Internal Note	no value				
Commodity Code	no value	Internal Attachments	Add				
▲ ACCOUNTING CODES							
Values have been overridden for this line							
Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	E60011 Office VP for Business and F	110001 Undesignated E and G	302075 Office VP for Business and Finance	74510 Supplies	450	no value	no value