

## Splitting Account Codes by Line

1. When you have completed shopping and are ready to checkout, proceed to checkout from your shopping cart (Figure 1).

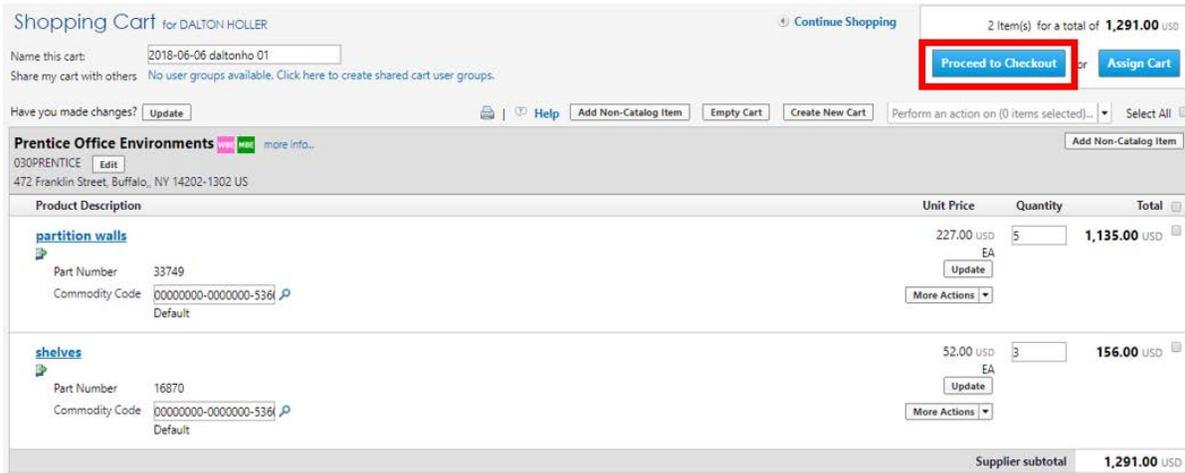


Figure 1

2. Navigate the accounting information by selecting the “Accounting Codes” tab. Under the “Lines” section, select the “Edit” button to change the accounting codes for that corresponding line. Note: the accounting codes for each line will automatically default to be the same as accounting codes on the header of the requisition (Figure 2).

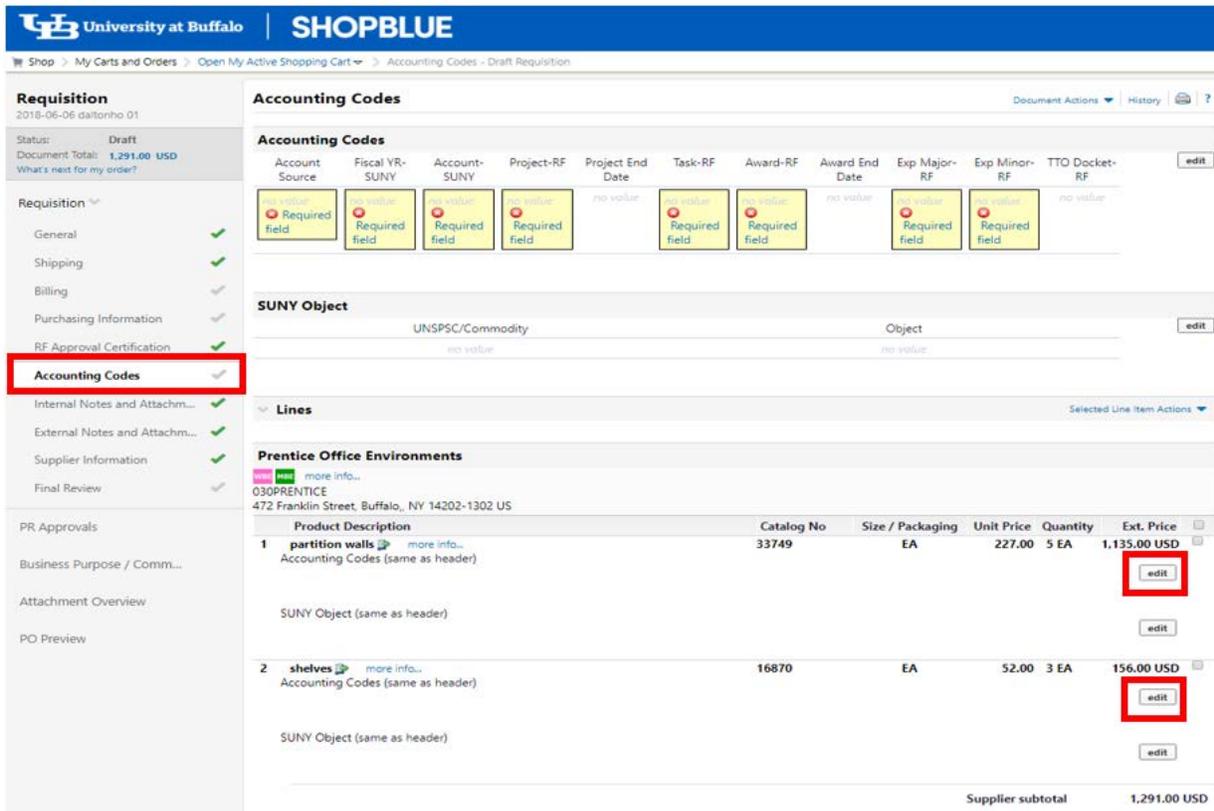


Figure 2

# SHOPBLUE

- Once in accounting codes, enter the appropriate accounting code and information by clicking “Select from all values...” You can select the desired choice from the dropdown menu (Figure 3). *Note: to add more than one accounting code to a line, select “add split”. Then, enter additional accounting codes as desired.*

Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF	?	X
R	N/A	N/A	no value	▼	no value	no value	▼	Select from all values...				add split

recalculate / validate values

Save Cancel

Figure 3

- When you have completed entering the accounting codes, select “Save” (Figure 4). *Note: the example used is Research funding.*

Account Source	Fiscal YR-SUNY	Account-SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF	?	X
R	N/A	N/A	1145298	12/31/2018	1145298-1	80784	12/31/2022	OTR	Miscellaneous Other			add split

recalculate / validate values

Save Cancel

Figure 4

# SHOPBLUE

- After you have edited the accounting codes for each line, the header accounting codes will be removed, and the updated accounting codes will appear on the corresponding lines (Figure 5).

**Requisition**  
2018-06-06 daltonho 01

Status: Draft  
Document Total: 1,291.00 USD  
What's next for my order?

**Accounting Codes**  
Accounting Codes values vary by line

**SUNY Object**  
UNSPSC/Commodity: no value  
Object: no value

**Lines**  
Selected Line Item Actions

**Prentice Office Environments**  
030PRENTICE  
472 Franklin Street, Buffalo, NY 14202-1302 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 partition walls	33749	EA	227.00	5 EA	1,135.00 USD

**Accounting Codes**  
values have been overridden for this line

Account Source	Fiscal YR- SUNY	Account- SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
R	N/A	N/A	1115526	06/30/2018	no value	64755	06/30/2019	OTR	Miscellaneous	no value
Research	N/A	N/A	030-Karlisen-Facilities updates	06/30/2018		13/14 RF Funded Allocation	06/30/2019	Other Expenses	Other	

SUNY Object (same as header)

2 shelves	16870	EA	52.00	3 EA	156.00 USD
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**Accounting Codes**  
values have been overridden for this line

Account Source	Fiscal YR- SUNY	Account- SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major-RF	Exp Minor-RF	TTO Docket-RF
R	N/A	N/A	1127923	06/30/2018	no value	72797	06/30/2020	OTR	Miscellaneous	no value
Research	N/A	N/A	15083145	06/30/2018		Park, Y.	06/30/2020	Other Expenses	Other	

SUNY Object (same as header)

Supplier subtotal 1,291.00 USD

Figure 5