

## Account Code Splits on Payment Requests

The only time it is appropriate to include two Payment Request Forms in one cart is if you need so split on Account Code. Below are screen shots demonstrating how to accomplish account code splits on Payment Request Forms.

In this example, the entire Payment Request amount is \$23.85. Complete the initial Payment Request Form specifying the amount for the 1<sup>st</sup> account code only (\$12.09), then select Add and go to Cart and click Go as indicated in red below:

Payment Request Available Actions: Add and go to Cart Go

Supplier/Employee Information		Instructions	
<b>Supplier</b>	Brennaman, Melissa Bell-000503405 <small>more info...</small> <a href="#">select different supplier</a>	<ol style="list-style-type: none"><li>1. Complete all required fields including reason for payment</li><li>2. Attach all supporting documents to the form</li><li>3. Be sure to add the correct accounting information on the requisitor document</li><li>4. Enter only one invoice number per Payment Request Form</li></ol>	
<b>Fulfillment Address</b>	000001: (preferred) US	For detailed instructions on each payment type please review the <a href="#">Payment Request Manual</a>	
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/> Manual		
<b>This form will not be distributed to a vendor or employee.</b>			
Vendor Information			
<input checked="" type="radio"/> Employee / Student			
<input type="radio"/> Non-Employee Individual			
<input type="radio"/> Vendor			

Payment Information		Purpose of Payment	
<b>Description</b>	<b>Price</b>	<b>Payment Reason:</b>	Food Purchase
Preschool class food supplies	12.09	<b>Invoice Number:</b>	BrennamanMar13
		<b>Product Description</b>	Reimbursement for food supplies purchased for Preschool class. <small>192 characters remaining expand   clear</small>
		(Ensure sensitive information is not visible)	
		Internal Attachments	
		add attachment...	
<b>Total</b>	<b>0.00</b>		
<small>recalculate list total</small>			

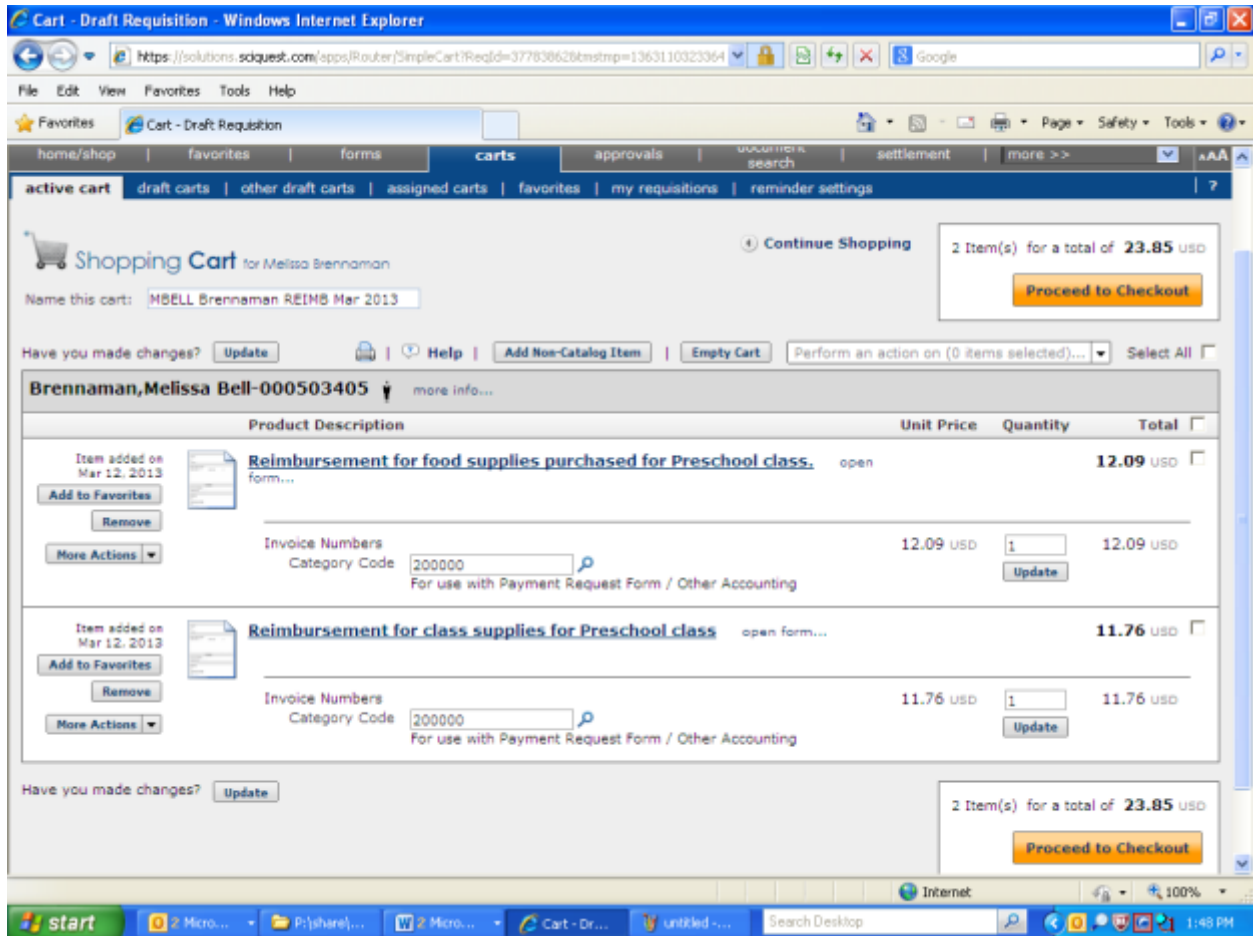
Go back to the home page and create another Payment Request specifying the amount for the 2<sup>nd</sup> account code (\$11.76), then select Add and go to Cart and click Go as indicated in red below:

**Payment Request** Available Actions: Add and go to Cart Go

**Form** History

Supplier/Employee Information		Instructions												
<b>Supplier</b>	Brennaman, Melissa Bell-000503405 <a href="#">more info...</a> <a href="#">select different supplier</a>	<ol style="list-style-type: none"><li>1. Complete all required fields including reason for payment</li><li>2. Attach all supporting documents to the form</li><li>3. Be sure to add the correct accounting information on the requisition document</li><li>4. Enter only one invoice number per Payment Request Form</li></ol>												
<b>Fulfillment Address</b>	000001: (preferred) US	For detailed instructions on each payment type please review the <a href="#">Payment Request Manual</a>												
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/> Manual <b>This form will not be distributed to a vendor or employee.</b> Vendor Information <input checked="" type="radio"/> Employee / Student <input type="radio"/> Non-Employee Individual <input type="radio"/> Vendor													
Payment Information		Purpose of Payment												
<table border="1"><thead><tr><th>Description</th><th>Price</th></tr></thead><tbody><tr><td>Preschool class supplies</td><td>11.76</td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	Description	Price	Preschool class supplies	11.76									<b>Payment Reason:</b> Reimbursements	
Description	Price													
Preschool class supplies	11.76													
		<b>Invoice Number:</b> BrennamanMar13												
		<b>Product Description:</b> Reimbursement for class supplies for Preschool class 202 characters remaining <a href="#">expand</a>   <a href="#">clear</a>												
		(Ensure sensitive information is not visible)												

Edit as you would any other cart, then click Proceed to Checkout:



You'll need to edit the Account at the line level (one at a time) by clicking the edit buttons as indicated below:

Brennaman, Melissa Bell-000503405 <a href="#">more info...</a>						
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
<b>Reimbursement for food supplies purchased for Preschool class.</b> <a href="#">more info...</a>						
1	<b>Invoice Numbers</b>			12.09	1	12.09 USD
		Account (same as header)				<a href="#">edit</a>
<b>Reimbursement for class supplies for Preschool class</b> <a href="#">more info...</a>						
2	<b>Invoice Numbers</b>			11.76	1	11.76 USD
		Account (same as header)				<a href="#">edit</a>

Enter the appropriate Account Code for Line 1 or click Select from all values if you don't know the appropriate code, then click Recalculate and Save:

**Account**

Account

714119  
Select from all values...

**Recalculate and Save**

Repeat edit on Line 2 with the appropriate Account Code.

The end result should look something like this:

Brennaman, Melissa Bell-000503405 [more info...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
<b>Reimbursement for food supplies purchased for Preschool class.</b> <a href="#">more info...</a>					
1 Invoice Numbers			12.09	1	12.09 USD
<input type="text" value="Employee"/>	<b>Account</b>				
	<a href="#">values have been overridden for this line</a>				
	Account		Open Item Key		<input type="button" value="edit"/>
	714119		no value		
	Food				
	<a href="#">copy to other lines</a>				
<b>Reimbursement for class supplies for Preschool class</b> <a href="#">more info...</a>					
2 Invoice Numbers			11.76	1	11.76 USD
	<b>Account</b>				
	<a href="#">values have been overridden for this line</a>				
	Account		Open Item Key		<input type="button" value="edit"/>
	714100		no value		
	Supplies and Materials				
	<a href="#">copy to other lines</a>				

Continue to edit Draft Requisition as you would any other, finally clicking Submit Requisition to submit the requisition into workflow.