

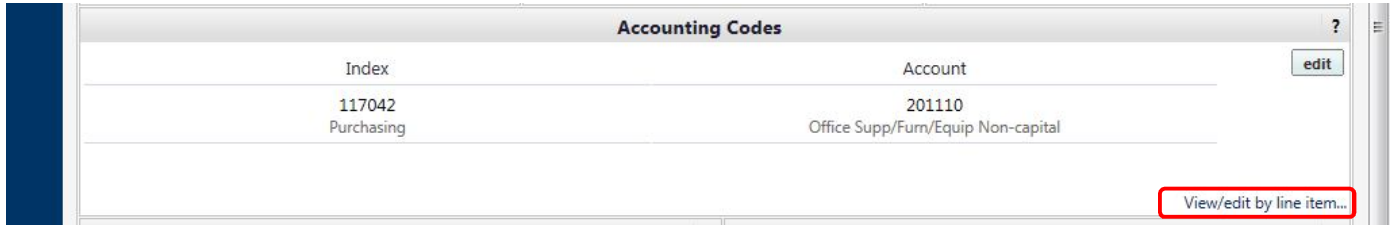
Split Index/Fund and/or Account code at Line Item Level

Charging a line item to a different Index/Fund and/or Account Code –

If you need to have one or more items in your order charged to a different Index/Fund or a different Account code than what is listed in the header, you will need to split the Index/Fund at the line item level. Any shipping costs that are added to a punchout catalog order will NOT be included when split-fund orders. It will be split out in direct proportion to the item split.

NOTE: ONLY ONE ACCOUNT CODE CAN BE USED PER LINE ITEM. IF YOU ARE SPLITTING BY FUND, THE ACCOUNT CODE MUST ALWAYS REMAIN THE SAME.

1. In the Accounting Codes section, click the [view/edit by line item](#) link.

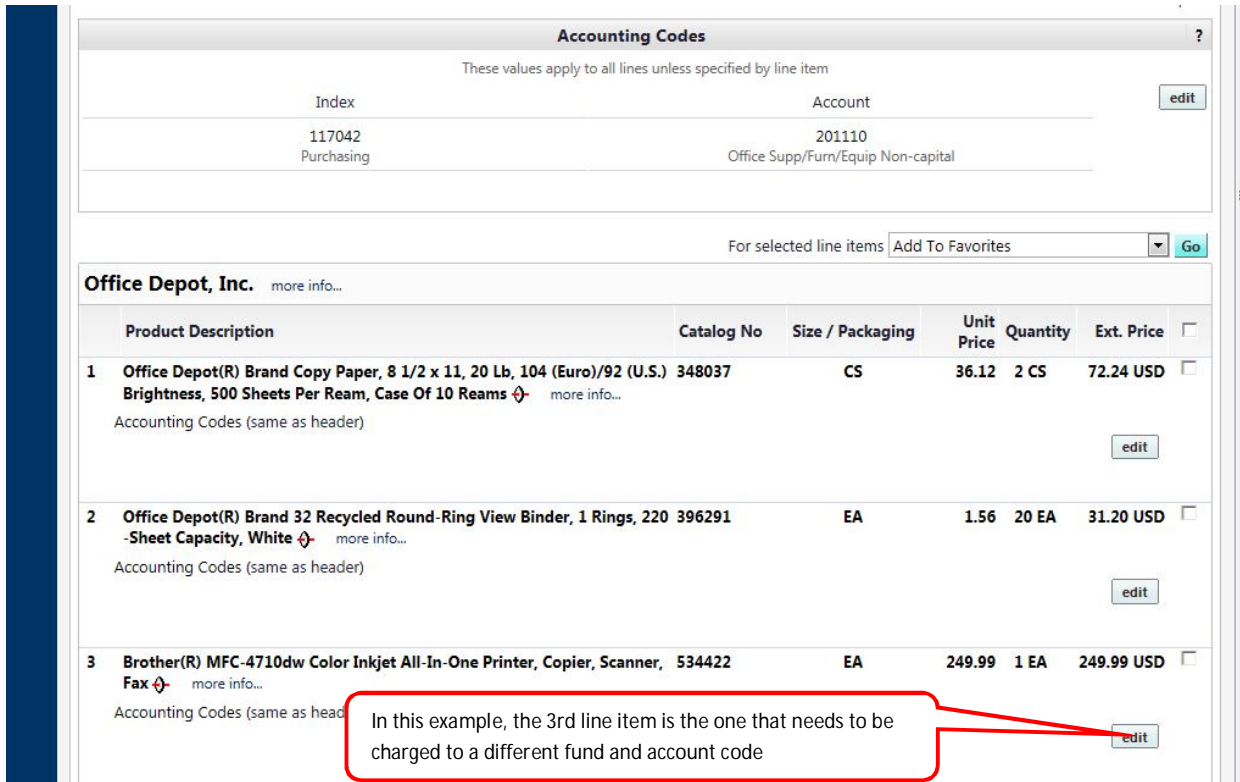


Accounting Codes ?

Index	Account	edit
117042 Purchasing	201110 Office Supp/Furn/Equip Non-capital	

View/edit by line item...

2. Click the [edit](#) button in line with the item you want to charge to an Index/Fund different from the header.



Accounting Codes ?

These values apply to all lines unless specified by line item

Index	Account	edit
117042 Purchasing	201110 Office Supp/Furn/Equip Non-capital	

For selected line items Add To Favorites Go

Office Depot, Inc. more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Office Depot(R) Brand Copy Paper, 8 1/2 x 11, 20 Lb, 104 (Euro)/92 (U.S.) Brightness, 500 Sheets Per Ream, Case Of 10 Reams more info...	348037	CS	36.12	2 CS	72.24 USD	<input type="checkbox"/>
Accounting Codes (same as header)							edit
2	Office Depot(R) Brand 32 Recycled Round-Ring View Binder, 1 Rings, 220 Sheet Capacity, White more info...	396291	EA	1.56	20 EA	31.20 USD	<input type="checkbox"/>
Accounting Codes (same as header)							edit
3	Brother(R) MFC-4710dw Color Inkjet All-In-One Printer, Copier, Scanner, Fax more info...	534422	EA	249.99	1 EA	249.99 USD	<input type="checkbox"/>
Accounting Codes (same as header)							edit

In this example, the 3rd line item is the one that needs to be charged to a different fund and account code

- Enter the Index/Fund and/or Account code to which you want to charge this line item.

NOTE: You have the option of splitting a line item between more than one Index/Fund.

(For splitting by % of price, see Split Index/Fund at Header by % of Price Instructions starting at #2.

For splitting by amount of price, see Split Index/Fund at Header by Amount of Price instructions starting at #2.

For splitting by % of quantity, see Split Index/Fund at Header by % of Quantity instructions starting at #2.)

- Click **Save**.

- Notice that the Accounting Codes for the printer in this example is marked as different from the header.

Accounting Codes

These values apply to all lines unless specified by line item

Index	Account
117042 Purchasing	201110 Office Supp/Furn/Equip Non-capital

Accounting Codes values vary by line

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Office Depot(R) Brand Copy Paper, 8 1/2 x 11, 20 Lb, 104 (Euro)/92 (U.S.) Brightness, 500 Sheets Per Ream, Case Of 10 Reams	348037	CS	36.12	2 CS	72.24 USD
2 Office Depot(R) Brand 32 Recycled Round-Ring View Binder, 1 Rings, 220 Sheet Capacity, White	396291	EA	1.56	20 EA	31.20 USD
3 Brother(R) MFC-4710dw Color Inkjet All-In-One Printer, Copier, Scanner, Fax	534422	EA	249.99	1 EA	249.99 USD

Accounting Codes values have been overridden for this line

Index	Account
117042 Purchasing	203320 PC & Printer Purch Up to \$4,999.99