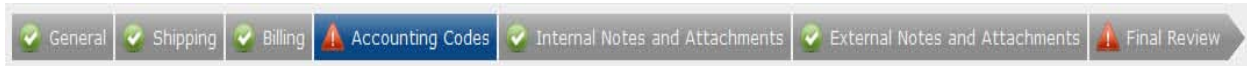# *Splitting the Cart*

The cart can be split in two ways in the *Account Codes* section of the cart. It can be split for the entire order level and it can be split by individual line items. Below will show how you can spit the cart using both ways. This features is an add to the *Finalizing the cart* cheat sheet.

Once you have selected the **Proceed to Checkout** button you are ready to split your order. There will be a ribbon across the top to help guide you through the steps.

✔ General | ✔ Shipping | ✔ Billing | ⚠ Accounting Codes | ✔ Internal Notes and Attachments | ✔ External Notes and Attachments | ⚠ Final Review

Note: Depending on how your *Profile* is set up or how you started the cart will determine how the ribbon will appear.

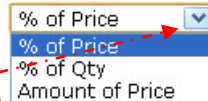Select the ✔ **Accounting Codes** button on the ribbon

To split the entire order by index

1. Select the **edit** button (now the *Accounting Codes* area will be in an edit mode)

2. On the far right select **add split**

3. Fill in the correct information for each row (follow direction in *finalizing the cart*)

4. Then to the far right select the drop down
   % of Price ▾
   % of Price
   % of Qty
   Amount of Price

5. Pick the way you would like to split the order:
   a. % of Price – the split total has to equal 100%
   b. % of Qty – if the numbers of items are being split amongst different areas
   c. Amount of Price – this is mostly used for individual items (below more information)

      % of Price ▾
      60

6. In the corresponding column of the split type that was selected fill in the amount

      40

7. Select **Save**

Note: In the *Account Codes* main area you will see the information split and below each item it will state "Accounting Codes (same as header)".

Accounting Codes

These values apply to all lines unless specified by line item

Index	Fund	Organization	Program	Account	Location	Chart	% of Price	
531011 Neurology	UO0000 RWJMS-UMG Unrestricted Fund	531011 Neurology	201000 Professional Practice Service-Unrs	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	60%	edit
531007 Administrative	UO0000 RWJMS-UMG Unrestricted Fund	531007 Administrative	201000 Professional Practice Service-Unrs	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	40%	

For selected line items Add To Favorites ▼ Go

Staples   more info...

	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	PEN PV5 GREEN EXTRA more info...		PIL25104	12 DZ	27.00	5 DZ	135.00 USD	☐
	Accounting Codes (same as header)							edit
2	FOLDER 2-153CPK FILE LGL PINK more info...		75361	100 BX	51.74	2 BX	103.48 USD	☐
	Accounting Codes (same as header)							edit

To split or charge one item to a different *Account Code*

1. To the far right of the individual item select the edit button

2. Fill in the accounting string with the information for this item (follow directions in *finalizing the cart*)

3. Select Save

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Index	Fund	Organization	Program	Account	Location	Chart	
531011 Neurology	UO0000 RWJMS-UMG Unrestricted Fund	531011 Neurology	201000 Professional Practice Service-Unrs	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	edit

copy to other lines
⊞ Accounting Codes values vary by line

For selected line items Add To Favorites ▼ Go

Staples   more info...

	Product Description		Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	PEN PV5 GREEN EXTRA more info...		PIL25104	12 DZ	27.00	5 DZ	135.00 USD	☐
	Accounting Codes (same as header)							edit
2	FOLDER 2-153CPK FILE LGL PINK more info...		75361	100 BX	51.74	2 BX	103.48 USD	☐

Accounting Codes
⊞ values have been overridden for this line

Index	Fund	Organization	Program	Account	Location	Chart	
180200 UCHC's Administration	UG0000 University Correctional HealthCare	180200 PH-UCHC's Administration	213000 PS-Administration & Fiscal Services	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	edit

copy to other lines

To complete the order follow the steps in *Finalizing the Cart*. Also you can use multiple combinations of the above steps.

Example 1:

Accounting Codes

These values apply to all lines unless specified by line item

Index	Fund	Organization	Program	Account	Location	Chart	% of Price	
531011 Neurology	UO0000 RWJMS-UMG Unrestricted Fund	531011 Neurology	201000 Professional Practice Service-Unrs	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	**50%**	edit
911515 Black Heritage Month	RZ1515 Black Heritage Month	911515 Black Heritage Month	000901 Discretionary	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	**50%**	

copy to other lines
Accounting Codes values vary by line

For selected line items [Add To Favorites ▼] Go

Staples more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	PEN PV5 GREEN EXTRA more info...	PIL25104	12 DZ	27.00	5 DZ	135.00 USD	☐

Accounting Codes (same as header)

edit

	Product Description			Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
2	FOLDER 2-153CPK FILE LGL PINK more info...			75361	100 BX	51.74	2 BX	103.48 USD	☐

Accounting Codes
values have been overridden for this line

Index	Fund	Organization	Program	Account	Location	Chart	edit
180200 UCHC's Administration	UG0000 University Correctional HealthCare	180200 PH-UCHC's Administration	213000 PS-Administration & Fiscal Services	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	

copy to other lines

Example 2:

Accounting Codes

These values apply to all lines unless specified by line item

Index	Fund	Organization	Program	Account	Location	Chart	
911515 Black Heritage Month	RZ1515 Black Heritage Month	911515 Black Heritage Month	000901 Discretionary	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	edit

copy to other lines
Accounting Codes values vary by line

For selected line items [Add To Favorites ▼] Go

Staples more info...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
1	PEN PV5 GREEN EXTRA more info...	PIL25104	12 DZ	27.00	5 DZ	135.00 USD	☐

Accounting Codes (same as header)

edit

	Product Description			Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	☐
2	FOLDER 2-153CPK FILE LGL PINK more info...			75361	100 BX	51.74	2 BX	103.48 USD	☐

Accounting Codes
values have been overridden for this line

Index	Fund	Organization	Program	Account	Location	Chart	% of Price	
180200 UCHC's Administration	UG0000 University Correctional HealthCare	180200 PH-UCHC's Administration	213000 PS-Administration & Fiscal Services	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	**60%**	edit
107116 GRADUATE EDUCATION FUND	RA7116 GRADUATE EDUCATION FUND	107116 GRADUATE EDUCATION FUND	000401 On Site Research	701103 Office Supplies	C1 Stanley S. Bergen, Jr. Building	1 UMDNJ Chart	**40%**	

copy to other lines