

How to Split Invoice Lines

Overview

This guide will show you how to split invoice chartfield lines

Navigation

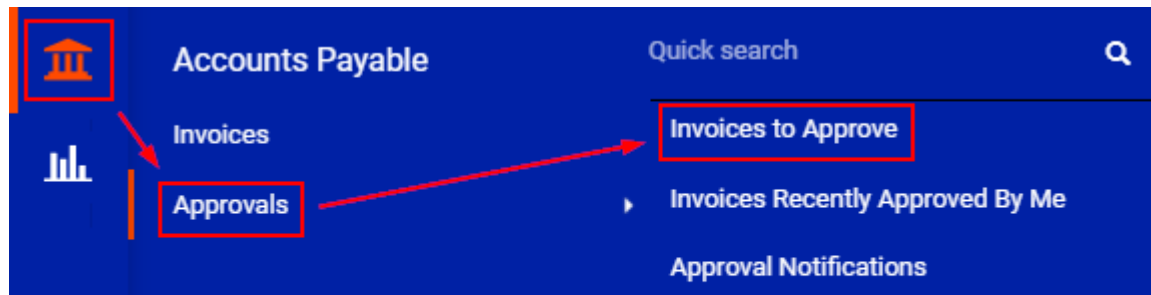
Within myUFL, navigate to:

- ⇒ Nav Bar
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Process

For this example, we will be adding a freight line.

1. Click on **Accounts Payable icon**.
2. Click **Approvals** and then **Invoices to Approve**.
3. You should have an invoice already created with invoice lines to complete this process. If you don't, use the Creating a Non Purchase Order Invoice instruction guide.



4. Find the **invoice** and click on the **Blue Invoice Number**.

Please note: The **Approve** action on the **Invoice Approvals** page will not perform match actions. In order to mark invoices as Matched or Forced Match, the invoice must be approved from the document.

Total Results Found: 386 All Dates Assign Go

Sort by: Folder Entry date oldest first ?

Hide invoice details expand all collapse all Results per folder: 20

My Invoice Approvals [1 result]

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
V0595948	240120-1	Florida Uniforms & Supplies Inc	Alberta Gator	7/16/2021 8:30 PM		Not Ready for Matching	226.95 USD	Approve

Due Date: 7/11/2021 No. of Lines: 3

Invoice Name: 2021-07-16 The University of Florida 01 Folders: 11 Days in folder [My Invoice Approvals]

Type: Non-PO Invoice

Invoice Source: Digital Mailroom Import

- On the **Summary tab**, scroll down to the **Line** section and find the line you need to split.
- Click** the three dots icon on the right side of the line's Ext. Price and select the **Accounting Codes 2** option.

1 Line

<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1		Contract overage Charge for the 10 / 1 / 2021 to 10 / 31 / 2021 overage period		EA	4.37	Qty: 1 EA	4.37

ITEM DETAILS

Contract:

no value

External Note

no value

PO Number

no value

Internal Note

no value

Substitute Item

×

External Line Attachments

Add

Internal Line Attachments

Add

...

Subtotal

Discount

Tax1

Tax2

...

Asset Information

Accounting Codes 2

Remove

Convert To Substituted Items

Associate to PO Line

Change Commodity Code

Apply Contract

5. on the **Override Line : Accounting Codes 2** popup, click the **+** icon

6. Enter the first chartfield

7. **Hover** over the chartfield area and click on the **+** icon that is now displaying to populate a second chartfield.

8. Enter the second chartfield and repeat steps 7 and 8 until the correct number of splits have been added.

On the far right of split chartfield lines, chartfields can be added by Amount of Price or Amount of Quantity

****Do not use the **+** icon for the field "Add alternate distribution for "Discount" as it will not create a split line for the invoice.****

Additional Assistance

myUF Marketplace – Marketplace Help Desk

[Contact us](#)

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