How to Split Invoice Lines

Overview

This guide will show you how to split invoice chartfield lines
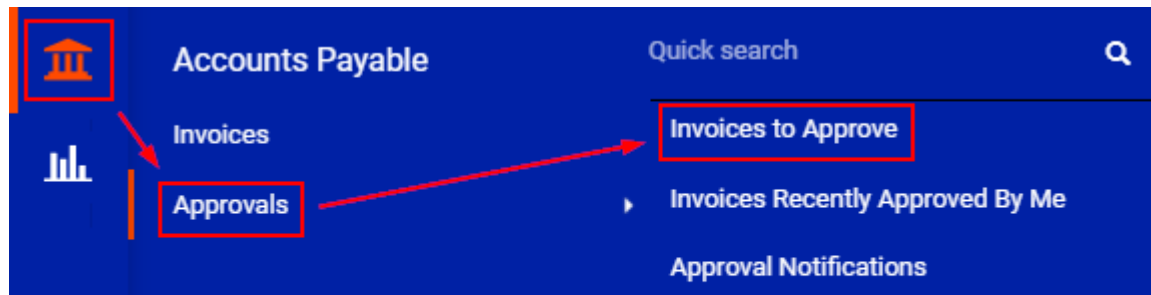
Navigation

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**.

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

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

Override Line 1: Accounting Codes 2   ✕

Add alternate distribution for   Line ▼   ➕

★ Required fields   Save   Close

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.

| Amount of Price |
| Amount of Qty |
| Enter amount 🗑 |

| Enter amount 🗑 |

Line subtotal: 10.00 USD
Split Total 0.00 USD

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

LINE

Dept Id *	Fund *	Program *	Account *	Budget Reference *	Source Of Funds	Dept Flex	UFID	PC Business Unit
29090000	101	2200	741100	CRRNT	Search	Search	Search	

➕ ✓ ♥ 🗑

Add alternate distribution for   ~~Discount~~ ▼

★ Required fields   Save   Close

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

Phone: (352) 392-1335