How to Split Invoice Lines

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

Navigation
Within myUFL, navigate to:
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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

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.

**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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