



Procurement Partners supports **split GL editing**, allowing you to split a single order, invoice or item across two or more GL codes and/or locations. The Split GL button will always appear as the icon shown to the left, but where the icon is located may change what is going to be split.

IMPORTANT: When you make changes to any GL codes, **before** clicking away to another page, you must click the [Update](#) button to save those changes to your GL code selections.

Shopping Cart

Location: Atlanta Nursing & Rehab Center

Vendor: Medical Supply Vendor B

Total Cost \$14.00

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1

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10 items per page

1 - 3 of 3 items

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	Actions	Notes	Attr.	Item Num	Item	MFG/Brand	Category	GL Code	Price/Unit	Qty	Total	Budget
▶				CUR8104	GLOVE,EXAM,LATEX,PF,TEXT,S		Gloves - Latex	400-600-0000	\$1.00 / CS	7	\$7.00	
▶				CUR8105	GLOVE,EXAM,LATEX,PF,TEXT,M		Gloves - Latex	800-000-1011	\$1.00 / CS	5	\$5.00	
▶				MG1205	GLOVE,EXAM,LATEX,PWD,MEDI-GUA		Gloves - Latex	400-300-0000	\$1.00 / CS	2	\$2.00	

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1

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10 items per page

1 - 3 of 3 items

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Update

Checkout

Delete

Save As

GL Sum

You can split GLs on an order before the order has been submitted in the Order -> Shopping Carts screen. If you click the Split GL Editing button at the top of the shopping cart you can split the cart evenly (or otherwise) by adjusting the percentage sliders across the GLs available in your order. You can also add rows with the [Add Row](#) button to divide the GL further across either the Location or GL code based on what you choose.

If you click the Split GL Editing button next to a specific item, you can split the GL for that specific item across two or more locations and/or GL codes. When you have finished making the changes to your split GL code, click the [Save](#) button.

Split GL

Location	GL Code	Amount	Percentage	
Atlanta Nursin...	800-000-1011	\$11.00	50	
Atlanta Nursin...	400-600-0000	\$7.00	32	
Atlanta Nursin...	400-300-0000	\$2.00	9	
Atlanta Nursin...	800-000-7000	\$2.00	9	

Add Row
Save
Cancel

Orders

DEMO2152
javerkamp
Bethesda Test
Maintenance Supply Vendor A
1/26/18 11:57 AM
\$4.00
Needs Approval
1/26/18 11:57 AM

Add Note | Attach file | Status History | Split GL Editing

Order No: DEMO2152
Total Cost: \$4.00

Details
GL Summary
Transactions
Order Items

10 items per page
1 - 2 of 2 items

Alerts	Actions	Notes	Item Number	Item	GL Code	Qty	Price/Unit	Total	Date	Status
			111841	1 GALLON CALCIUM LIME RUST REMOVER	400-300-0000	2	\$1.00 / EA	\$2.0000	1/26/18 11:57 AM	Needs Approval
			111514	1.12 GAL LEMON FRSH PINE SOL "CASE OF 3"	400-300-0000	2	\$1.00 / CA	\$2.0000	1/26/18 11:57 AM	Needs Approval

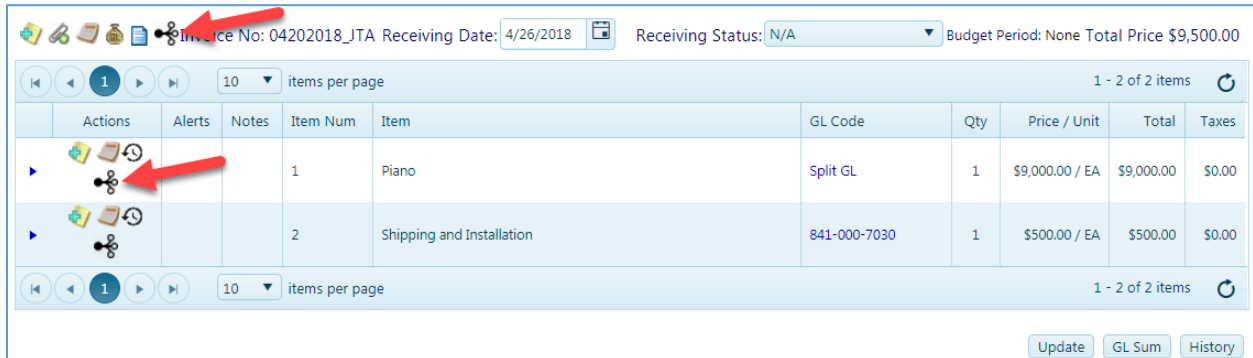
10 items per page
1 - 2 of 2 items



Update
Add To
Shopping Cart

You can split GLs on an order after the order has been submitted in the Transactions -> Orders screen. As mentioned previously, you can split the GLs either across the entire order or on an item by item basis by clicking the Split GL Editing link at the top of the order, or the Split GL Editing button next to a specific item, respectively.


NOTE: If you change a GL code for an order that's been invoiced, it will update the associated GL code on the invoice as well, and vice versa. You cannot change the GL codes for an order or invoice that is marked as *AP Sent*.

Invoices



Actions	Alerts	Notes	Item Num	Item	GL Code	Qty	Price / Unit	Total	Taxes
			1	Piano	Split GL	1	\$9,000.00 / EA	\$9,000.00	\$0.00
			2	Shipping and Installation	841-000-7030	1	\$500.00 / EA	\$500.00	\$0.00

You can split GLs on an invoice once the invoice has been received, before the invoice is fully approved and marked as *AP Sent*, in the Transactions -> Invoices screen. Unlike the Shopping Carts and Orders tabs, the Split GL Editing button on the Invoices tab will give you the ability to manually type in the amount for each GL split, rather than use the percentage slider. You can use the **Validate** button to ensure that the amounts you've entered total the appropriate amount for the invoice.



Location	GL Code	Amount
Bethesda Test	841-000-7030 Special Events-Internal	\$5500.00
Bethesda Test	400-300-0000 Maintenance Minor E...	\$5000.00

Required Total: \$10500.0000 Split Total: \$10500.0000

Add Row Validate Save Cancel

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com