Splitting Account Codes by Purchase Requisition

1. When you have completed shopping and are ready to checkout, proceed to checkout from your shopping cart (Figure 1).

![Figure 1](image1)

2. Navigate to the accounting information by selecting the “Accounting Codes” tab. Next, select “Edit” under the Accounting Codes section (Figure 2).

![Figure 2](image2)
3. Once in accounting codes, select “add split” (Figure 3). Note: select this button additional times to add additional accounts.

4. Based on your funding source, enter the appropriate accounting codes and information by clicking “Select from profile values...” under each column. You can select the appropriate choice from the dropdown menu. You will have multiple lines in which you can enter multiple accounting codes (Figure 4). Note: you cannot mix RF and State funding on one purchase req.

5. Once all accounting codes have been entered, choose the way in which to split the cost between accounts from the dropdown menu (Figure 5).
6. After you choose how to split the cost between accounts, enter the desired quantity for each amount. You can then select “Save” to finish (Figure 6).

7. After you’ve entered the accounting codes and split method, you are ready to place your order. Notice the split of accounting codes at the header of the “Accounting Codes” tab (Figure 7). Note: the example used is state funding.