

Split Item Costs: Individual Line Item

Step	Action
1.	From the Review and Submit page, click the Expand Section button.
2.	Make sure you are on the Chartfields 1 tab. Enter the desired Percent that the primary org will be paying.
3.	Click the Chartfields2 tab. Chartfields2
4.	Enter the desired information into the Account field.
5.	Return to the Chartfields1 tab. Chartfields1
6.	Click the Add a new row button.
7.	A new row has been added and the remaining percent was automatically generated. Review the Percent field and adjust if necessary. (Additional lines can also be added if needed.)
8.	Click the Chartfields 2 tab. Chartfields 2
9.	Adjust the Account code for line 2 if needed.
10.	Adjust the Fund if needed.
11.	Notice the Dept number from line one automatically populated on the second line. Highlight the Dept field on line two. Press [Delete].
12.	Enter the desired information into the Dept field.
13.	Review shipping information as needed. Upon completion, click the Save & preview approvals button. Save & preview approvals
14.	Click the Submit button. Submit
15.	End of Procedure.