

Split Item Costs: Individual Line Item

Procedure

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

Accounting Lines									
Personalize Find View All First 1 of 1 Last									
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2									
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event	
1	Open		MAIN	1.0000	100.0000	75,000.00	SMETH		