

# Split Item Costs: Multiple Line Items

## Procedure

1. To complete this task, you must be on the **Review and Submit** page.

**NOTE:** Two options are available when splitting charges for multiple line items. To split charges only for specific line items, select the desired lines. To split charges directly among all line items, click the Select All / Deselect All option.

2. Click the **Mass Change** link.
3. Enter the desired Percent for the primary **Dept** (org).
4. Enter the desired **Account** code.
5. Enter the desired **Dept**.
6. Scroll to the right and click the **Add a new row (+)** button.
7. Repeat steps 3-6 until you have completed the desired amount of line items.
8. Click the **Apply** button.
9. Select the **Replace Distribution Lines** option.
10. Click the **OK** button.
11. Proceed with completing your requisition, then click **Save & Preview Approvals**.
12. **End of procedure.**

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ? Help

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID [input] Supplier Location [input]  
Buyer [input] Category [input]

Shipping Information

Ship To Location [input] Add One Time Address  
Due Date [input] Attention [input]

Accounting Lines

SpeedChart [input]

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First 1 of 1 Last

Chartfields1 Details Asset Information

Dist	Percent	Location	GL Unit	Account	Fund	Dept	Project	Class
1	[input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]

Load Values From Defaults

OK Cancel