Split Item Costs: Multiple Line Items

Step	Action
1.	In order to complete this task you must be on the **Review and Submit** page. Two options are available when splitting charges for multiple line items. To split charges only for <u>specific line items</u>, select the desired lines. To split charges directly among all line items, click the **Select All / Deselect All** option.
2.	Click the **Modify Line / Shipping / Accounting** button. Modify Line / Shipping / Accounting
3.	Enter the desired **Percent** to be assigned to the primary Dept (org).
4.	Enter the desired **Account** code.
5.	Enter the desired **Fund** number.
6.	Enter the desired **Dept**.
7.	Scroll to the right and click the **Add a new row (+)** button.
8.	Enter the desired **Percent** to be assigned to the secondary Dept (org).
9.	Enter the desired **Account** .
10.	Enter the desired **Fund** number.
11.	Enter the secondary org into the **Dept** field.
12.	Click the **Apply** button. Apply
13.	Click the **Replace Distribution Lines** option. Replace Distribution Lines
14.	Click the **OK** button. OK
15.	Proceed with completing your requisition. Then, click **Save & Preview** approvals. **End of Procedure.**