Splitting Accounting Codes

RU Marketplace has the capability to split charges between two or more accounting strings to charge the appropriate accounts. Please note that this feature is not available for check requests.

From the requisition:

1. To access the individual line, select the **Accounting Codes** tab in the requisition.

2. Before you add your splits, you will see a message that says "these values apply to all lines unless specified by line item" under the header.

3. Scroll down until you see the line item you wish to split. You will see a message at the line item level for both the GL and Project string indicating that it is the same as the header.
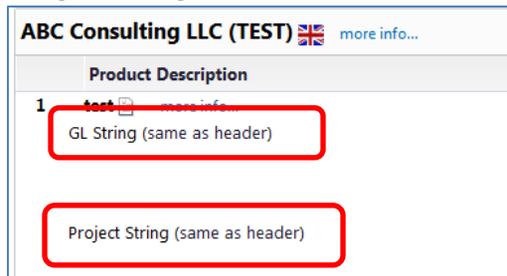

4. Select the **Edit** icon and scroll all the way to the right. You will see an **Add Split** icon. Select the icon as many times as required based on how many splits you wish to add.

> Tip: For each line item, you can split between either multiple GL strings or multiple Project strings. However, you cannot split the codes for an individual line item between GL *and* Project strings.

5. Divide the **Amount of Qty** as appropriate for your requisition type to allocate the correct amounts to the funding sources.
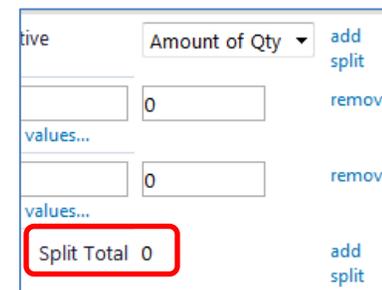
   a. For a *Goods Request*, the Split Total must add up to 1 and can only go out to **two** decimal places. For example, if you are splitting the accounting information separately into 3 different strings, the amount of qty should be .33, .33, and .34.
   b. For a *Service Request*, split the total quantity of the requisition using whole numbers. For example, if you would

like to split a quantity of 1,000 into two equal amounts, used 500 and 500.

6. Once you have successfully added your splits, you will see a message on that line that the accounting values have been overridden.

7. Complete and submit the requisition as normal. For more detailed information on submitting a requisition, see the Requisitioning course on Cornerstone.

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