Splitting an account string or PTAEQ in an Amount-based eProcurement order.

Step 1:
From your main “Shop” page, click “Non-Catalog Request” as shown.

Step 2:
Use the “Item Type” drop-down menu to select “Goods or services billed by amount.”
Step 3:

a. Under "Item Description," enter the name or description of what you are ordering.

b. Under "Category," enter item category.

Hint: Enter “%” and click “flashlight” icon to query entire list.
Step 4:

Enter **Amount** and **Supplier Name**.

Step 5:

Enter *first few letters of buyer’s last name* and hit Tab.

Then, click “Edit Lines” to enter accounts.

**Hint:** On the screen above, you may change “Requester,” or “Requisition Description” to anything that is more relevant for you.
Step 6:
Click “Accounts.”
Then click “Split.”

Your screen should look like the one below.

a. You may now enter your GL string manually or select a “Nicknamed” account string from your iProcurement Preferences.

Step 7:
Splitting your accounts.

If you want to split GL accounts, click “Add Another Row” now.

OR to split to a grant account (PTAEO), go to Step 8.
Step 8:
To charge to a grant, click “Projects” tab.
“Add Another Row” to enter PTAEO on the new line.

<table>
<thead>
<tr>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Percentages must total 100.</td>
</tr>
<tr>
<td>2. From 2 Percent: Percentage must be between 1 and 100.</td>
</tr>
</tbody>
</table>

Requisition Information: Split Cost Allocation
* Indicates required field

<table>
<thead>
<tr>
<th>Line Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Price</th>
<th>Account (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Reater system model 38505</td>
<td>EACH</td>
<td>4000</td>
<td>1.00 USD</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

Projects | Change Accounts

<table>
<thead>
<tr>
<th>Line</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type</th>
<th>Expenditure Organization</th>
<th>Expenditure Item Date</th>
<th>Percent</th>
<th>Quantity</th>
<th>Account (USD)</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>201109</td>
<td>5000</td>
<td>POLICE</td>
<td>PTAEO-EG5P 5000</td>
<td>ChemKeho_Thay</td>
<td>2-Sep-2009</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>ChemKeho_Thay</td>
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Total: 5000

Note 1: If the error messages shown appear on your screen, ignore them. Once you correct the splits, the error messages will disappear. The sequence of adding, deleting, or splitting rows should not cause undue difficulty.

Note 2: Each segment of the PTAEO validates automatically.

Note 3: Under “Expenditure Item Date,” enter today’s date.

Step 9:
Click “Charge Accounts” to see the split.

Selected Line | Change Accounts

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Total: 4,000.00

Note: Do not modify the PTAEO under “DC Account String.” Go back to “Projects” if you need to modify your PTAEO.
Step 10:
Click “Return,” and then “Return” again.

You should now be back at Step 1 of 3 in checkout.

At this point you may click “Next” to proceed with Checkout, adding attachments, note to Buyer, and modifying approvers if required for this order.