

Splitting an Account String or PTAE0

Step 1: From the Additional Information section on the Edit and Submit Requisition Screen, select the box on the line you want to split, and click “Update”

Step 2: Click the plus sign **+** below Billing to add an additional line. Click it as many times as you need to split.

Requisition Information : Update Selected line

Item
 * Description: Web Design Services
 * Category: Services:Web Design
 * Amount: 4,500.00
 * Currency: USD

Supplier
 New Supplier
 Supplier: Skyline Designs
 Site: NewportNH
 Contact Name:
 Phone:
 Fax:
 Email:
 Supplier Item:
 Manufacturer:
 Manufacturer Part Number:

Delivery
 Urgent
 * Need-By Date: 03-Jun-2021 17:00:00
 Requester: Wallace, Lisa A
 Deliver-To Location: LS07 313
 Enter one-time address

Notes
 Note To Buyer:
 Note To Supplier:
 Note To Receiver:

Billing
 +

Line	DC Account String	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete	
1	20.507.368000.343624.0000.8151	01-Jun-2021							50	2250	2,250.00		
2	20.507.368000.343624.0000.8151	01-Jun-2021							50	2250	2,250.00		
									Total	100	4500	4,500.00	

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

Step 3: For a GL string update the Account String field or for a PTAE0 string update the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields.

Step 4: Update the Percent, Quantity, or Amount lines to split the cost of the line. Not the percent allocation, must equal 100%.

Requisition Information : Update Selected line

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Notes
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 Note To Supplier:
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Billing
 +

Line	DC Account String	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete	
1	20.507.368000.343624.0000.8151	01-Jun-2021							22.22222222	1000	1,000.00		
2	20.507.368000.343624.0000.8151	01-Jun-2021							77.77777777	3500	3,500.00		
									Total	100	4500	4,500.00	

TIP Total allocation must equal 100% of the selected line values.