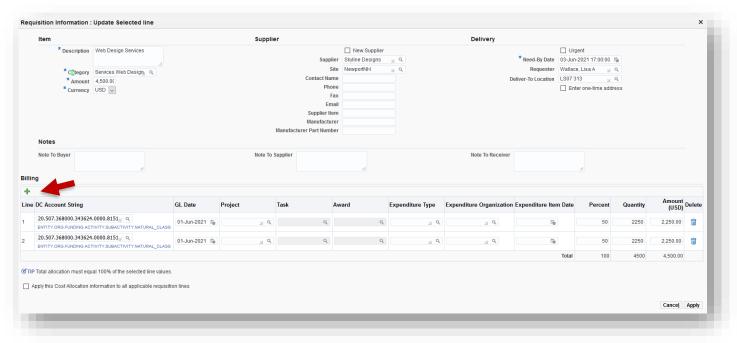
Splitting an Account String or PTAEO

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.



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

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

