Splitting Accounting Codes

RU Marketplace has the capability to split charges between two or more accounting distribution lines on most RU Marketplace forms. Prepayments and Wire Transfer cannot be split.

To split a distribution line for any quantity-based form, is to allocate the cost by amount of quantity. When splitting lines on these types of forms, you will need to calculate the fractional amount to be allocated and enter the percentage in the *Amount of Quantity* field. For example, if you wish to split a $100 check request so that $75 is allocated to one accounting distribution and $25 to another, enter 0.75 and 0.25 in the Amount *of Quantity* fields for the respective distribution. Must add up to 1.

Calculate Percentage of Two numbers

Divide the first number by the second number, then move the decimal point two places to the right.

Examples:

- What percentage is 75 of 100? 75/100 = .75, which is **75%**.
- What percentage is 63 of 89? 63/89 = .708, which is **70.8%**
- What percentage is 52 of 40? 52/40 = 1.3, which is **130%**

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To split a distribution line for any amount based form, is to configure the split so that only the dollar amount of the request. For example, if you are ordering 100 items, you can split the accounting distribution as many times, if the sum of all distribution lines equals 100 items.

Check request is quantity based

Service request is dollar based

Goods Request and Quick Request

CAN be quantity or dollar based

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From the home screen:

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

2. 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 the Project string indicating that the line is the same as the default header values.

3. Select the **Edit** icon and scroll all the way to the right. Select the **Add Split** icon to add one or more accounting distributions for the individual requisition line.

4. Populate the **Amt of Quantity** field for your transaction type so that all costs are distributed to the appropriate funding sources.

5. Once you have successfully added your splits, a message is displayed on the distribution line indicating the accounting values have been overridden from the default header level values.

6. 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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