Business Use: An organization may have various funding sources or accounts to which the expense of an order should be charged. The distribution of the expense to multiple accounts can be accomplished by entering multiple expense accounts on the order.

1. A product or service order must first be entered. Once an item is available under Requisition Lines the item can then be split funded.

   NOTE: Reference Split Funding Rules at the end of this document.

2. Click on the item (in blue).

3. Select Line Accounting to change detail on account number.

4. In the Line Accounting screen, multiple accounting lines will appear displaying 100% of the expense assigned to one account string. Within this screen, several accounting numbers can now be entered to split the expense for the line by either Percent (must total 100), Quantity, or Amount.
5. Examples of split funding:

- By percentage – example displays 50/50 split

- By dollar amount – example displays $50 distribution to one account and $15.09 to a different account.

6. Once adjustment has been made, click the Change button to save changes.

Split Funding Rules

A. Only one method of split funding can be applied to the entire order.

B. When splitting an order using the percentage methodology, the percentage must be rounded to a whole percentage point. (Example: Use 34% rather than 33.5%.)

C. A single asset cannot be split funded or charged to multiple accounts. For example of an order consists of one single asset, such as a single computer, that one computer can only be charged to one account. However, if the order is for two computers, one computer can be changed to one account the second computer can be charged to a different account.

D. Splitting a requisition can only be done at the line level and not on the requisition as a whole. If there are several items for a requisition, the funding split to multiple accounts should be determined and applied prior to releasing the order. Following are some options to consider.
Split Funding Options to Consider if Multiple Items Exist for A Requisition

- If it is desired that the entire requisition is to be split funded with a specific split percentage, then the percentage split must be entered for each item.

- Determine if the lines of the overall order should be charged to different accounts to achieve the split funding desired.