In This Guide

This guide demonstrates how to split accounting lines in CrimsonCorner. Accounting lines can be split either at the header level or by individual line items on the requisitions.

This guide discusses:

- Splitting at the header
- Splitting at the line
- Reviewing approvals needed

Procedure – Splitting at the header

1. To split an entire requisition by multiple department numbers or accounts, navigate to the requisition and click on the Accounting Codes tab.
2. Select the Edit button to the right of the accounting line.
3. Use the dropdown menu under Department to Select from profile values the choose correct department number.
4. Type in the appropriate accounting code and choose the add split option on the far right of the screen.
5. A new line of accounting information will appear below.
6. Choose from the dropdown menu the option to split by % of price. Do not choose % of quantity or amount of price.
7. Type in the appropriate percentage for each line.
8. You can recalculate or validate the percentages entered by clicking on the recalculate/validate values options to ensure that your requisition is split to 100%.
9. You can also select the show monetary values option to see the total amount for each line in the split.

Procedure – Splitting at the line

1. To split a requisition at the line, leave the information under the main Accounting Codes section blank.
2. Navigate to the items lines and click the Edit button to the right of each line.
3. Select the appropriate department and account number and click Save.
4. Allocate all lines.
5. The main Accounting Codes section will note Accounting Codes values vary by line.

Procedure – Reviewing approvals needed

1. If a requisition is allocated to multiple department numbers then a financial approver from each department number will need to approve the requisition.
2. To view the necessary approvers on a particular requisition, select the Requisition Approvals tab from the requisition page.

3. This tab will show you the approval steps and by clicking on view approvers, you will be able to see all of the available approvers for each approval step.