

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
- ✓ Reviewing approvals needed
- ✓ Splitting at the line

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.