This guide will instruct you on entering a split distribution using Grant/Project (GA) and General Ledger (GL) accounts.

1. From the **Checkout: Requisition Information** screen, go to the **Billing** section and click on the **Enter Charge Account** link.

2. The **Requisition Information: Edit Lines** screen will appear. Choose the item that you want to apply the split distribution to and click on the **Split** icon located at the end of the item line.


   **Note!** To create a split distribution using both GL and GA accounts, **enter all GL account information first**. If you enter the GA account information first, the **Add Another Row** button will disappear from the **Charge Accounts** tab.

Click on the magnifying glass icon next to the **UAB_AKF** field.
4. When the Search and Select: UAB_AKF screen appears, enter your GL account alias (i.e., the first seven digits of your account string) in the Account field.

5. Enter the desired object code in the Object field.

6. Click on the Search button.

7. The desired account/object code combination will appear at the bottom of the form. Click on the radio button next to the account/object code combination and then click on the Select button.

8. The Requisition Information: Split Cost Allocation screen will reappear. The Selected Line section displays the item information and cost. Specify the desired percentage, quantity or amount. When you enter in one value, the system will automatically calculate the other two values for you. In the example below, 20 percent of the item cost will be charged to the account.

9. Click on Add Another Row.
10. A new line will appear. Enter the next GL account (if applicable) by following steps 3-8. To enter a GA account, click on the Projects tab.

11. Enter the GA account and the desired percentage to be charged on the new line, as shown below. In this example, the remaining amount of the cost (80 percent) will be charged to this account.

If you would like to enter another GA account, click on the Add Another Row button.

12. (Optional) If desired, click on the Apply the Cost Allocation Information to all applicable requisition lines checkbox if you would like to apply the split distribution to every item on your requisition.

13. When your split distribution allocation is complete (i.e., the total matches your item cost), click on Apply.

14. The Requisition Information: Edit Lines screen will reappear. The item(s) that you applied the split distribution to will have the term Multiple displayed in the Charge Account field. Click on Apply.

15. The Checkout: Requisition Information screen will reappear. Under the Billing section, all of the fields, except the GL Date field, will display the term Multiple, to indicate the split distribution.