From the **Billing** screen in iProcurement:

- Enter the details of your 1st account on Line 1
  - *Only 1 ASBOF or PTAO per Line*
- Click the green plus sign to **add a new Line**

**On Line 2:**

- Enter your 2nd account on Line 2
  - *Accounts can be multiple GL, multiple GA, or a mix of both*
- Add additional lines/accounts if needed
Distribute the item cost as desired using the Percent fields on each account line:
- **Total** must equal 100

If you wish for the entire order to be split the same (using the entered accounts and percentage):
- Click the checkbox next to **Apply this Cost Allocation information to applicable requisition lines**
  - Otherwise, apply for this item, then repeat the above steps for each remaining ordered item

Apply the accounts and cost allocation
Review each ordered line item on the requisition

- Click the grey triangle in the Details column to review the Distributions table