

Use this guide to understand how to modify accounting defaults on existing lines. You can update all lines or specific lines using the mass change option on the Edit Requisition - Review and Submit Page. Additionally, you can individually modify the accounting distribution by expanding the Accounting Line section.

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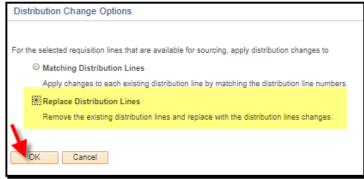
• Scroll to the right and Click on the plus sign to add additional row or rows (e.g. split by department)

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- Provide the applicable percentages
- Enter the GL Unit on each line and tab out of the field
- Input the the department values to split the charges
- Click OK

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• Select to replace the existing distribution line or lines with the newly split lines by department



- Click OK
- Review to make sure the distribution displays as expected
- Proceed with other required edits
- Save and Submit the requisition for approval