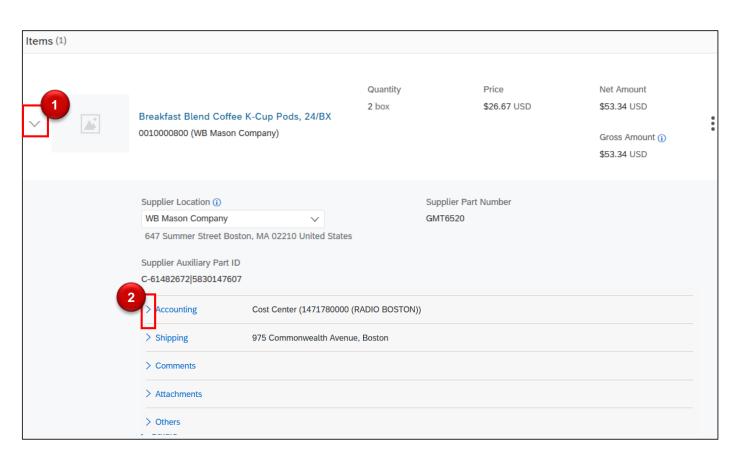


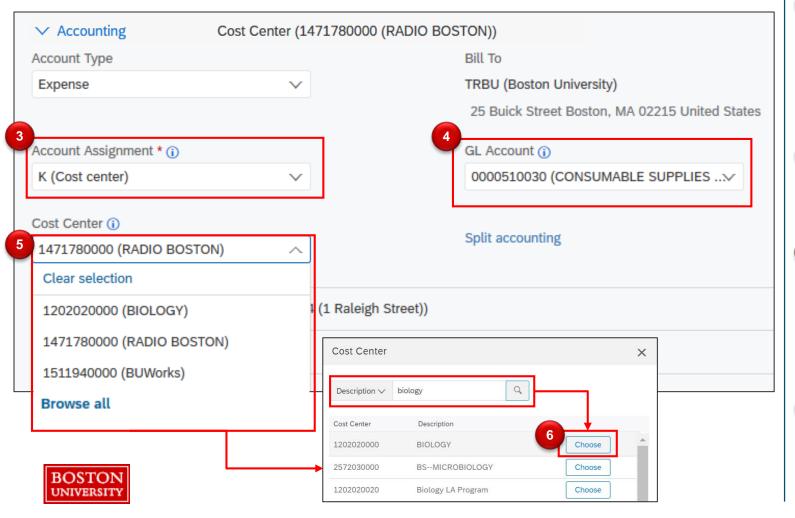
Select the Accounting tab at checkout to make changes at the line level.



- Click the arrow to expand at the line level
- Select the arrow next to the Accounting tab to view details and make changes.

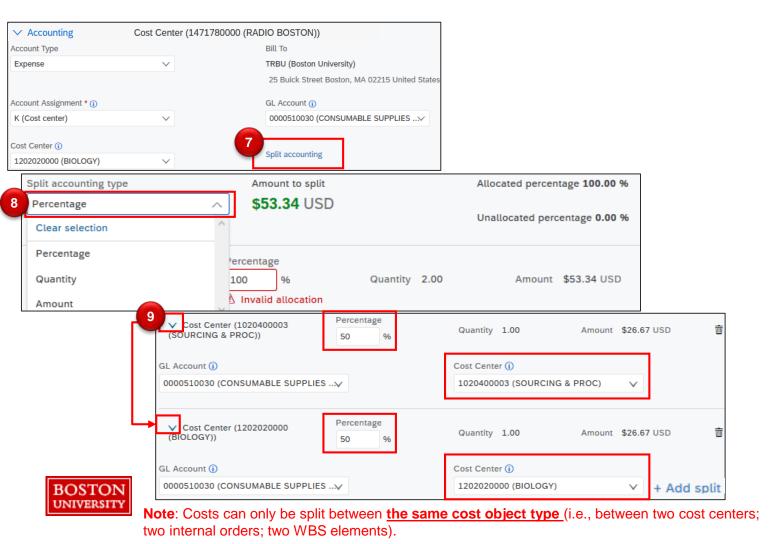


Accounting details will populate based on header information and Personal Profile.



- Click the drop down to select the Account Assignment (i.e., Cost Center, Project/WBS Element, Order).
- The GL Account populates based on the commodity.
- Click the drop down to change the Cost Center. History will display. Click Browse all to view options.
- Specify search criteria (i.e., Description or Cost Center).
  Search and click Choose.

PRs can be split between the same Cost Object Type (e.g., Cost Center to Cost Center) by percentage, quantity, or amount.



#### **IMPORTANT:**

If charging a cost center and a Sponsored IO#, 100% of the cost must be charged to the Cost Center, then do a Journal Entry to charge the Sponsored IO#.

- To split the order between cost object types, click Split Accounting.
- Assign the Split accounting type.
- Select the drop down next to each cost object type to assign the Percentage and Cost Center.