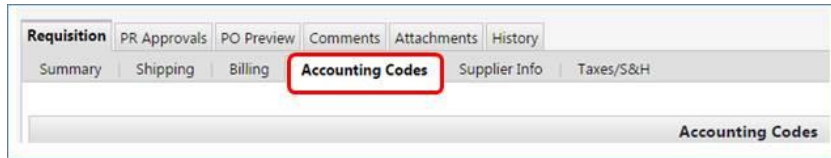




## Splitting Accounting Codes

From the requisition:

1. To access the individual line, select the **Accounting Codes** tab in the requisition.



2. Before you add your splits, you will see a message that says “these values apply to all lines unless specified by line item” under the header.



3. Scroll down until you see the specific line item you wish to split. You will see a message at the line item level for both the GL and Project string indicating that it is the same as the header.



4. Select the **Edit** icon and scroll all the way to the right. You will see an **Add Split** icon. Select the icon as many times as required based on how many splits you wish to add.



5. Once you have successfully added your splits, you will see a message on that line that the accounting values have been overridden.



6. Complete and submit the requisition as normal. For more detailed information on submitting a requisition, see the Requisitioning course on Cornerstone.