

# Job Aide

## How to Split Accounts in Workday

### Create Requisition

#### Non-Catalog Request Type

Request Goods

Request Service

#### Goods Request Details

Item Description	*	ammermill Copy Plus Paper, 8.5" x 11", 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton
Supplier Item Identifier		1050077
Spend Category	*	x 6101 - Office Supplies ...
Supplier		x Rudolph's Office & Computer Supply Inc ...
Supplier Contract		
Quantity	*	5
Unit Cost		35.99
Unit of Measure	*	Case
Extended Amount		179.95
Memo		

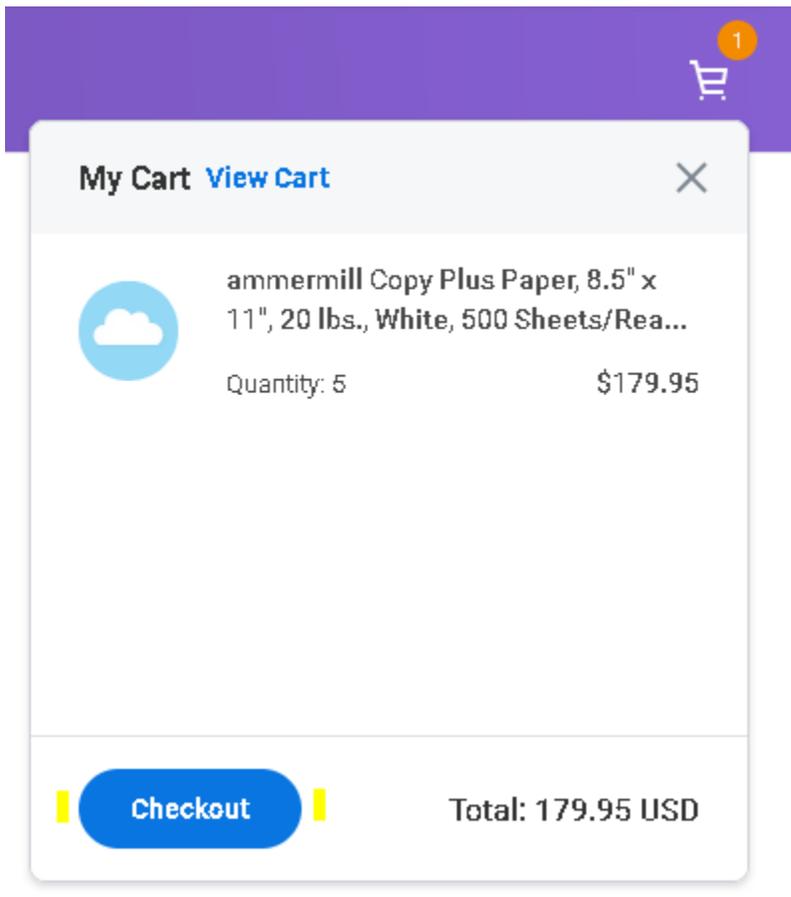
Add to Cart

Continue Shopping

Cancel



## Click checkout



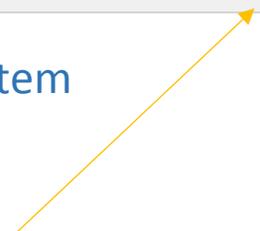
## Go to line item

Goods

1 Item

Image	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount
	 Purchase Item	ammermill Copy Plus Paper, 8.5" x 11", 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton	6101 - Office Supplies	Quantity * 5 Unit of Measure * Case	Unit Cost 35.99	179.95

Move scroll bar all the way over to the end of the line item



Goods

1 Item

Project	*Cost Center	*Fund	*Program	Additional Worktags	Splits
	× 222000 Business Services	× FUND_1110 Operating Fund	× PROGRAM_7000 Institutional Support		0

Click on split button

0

Split by

select one

select one

Amount

Quantity

Select amount or quantity and enter accordingly. If entering a service you can split by percentage or amount

2

Split by: Quantity

amermill Copy Plus Paper, 8.5" x 11", 20 lbs., Wh... 5 Quantity Split Remaining Quantity to Split 0

2 Items

	Quantity	Amount	Memo	Grant	Project	*Cost Center
+						
-	Quantity: 4	Amount: 143.96				× 440000 Biolog and Chemistry Dean
-	Quantity: 1	Amount: 35.99				× 222000 Busin Services

Done Cancel

Then click submit

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[Submit](#) [Save for Later](#) [Continue Shopping](#) [...](#)

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