### Quick Reference

#### Changing the Charge Account

**Responsibility:** ANY end user responsibility beginning with “ECU Purchasing”.

**Prerequisite:** Have some items in your iProcurement shopping cart and be ready to run through the checkout process.

1. Click the Edit Lines button to progress to the ‘Requisition Information: Edit Lines’ screen.
2. Click the Accounts link.
3. Click on the existing Charge Account that you want to change.
4. If you have previously defined favourite charge accounts (see reference Creating favourite charge accounts PO 03-31) use the Nickname pulldown menu to select the favourite charge account you want to use.
5. If you haven’t already previously defined favourite charge accounts, type in the charge account for this expense in the ECU Flexfield Accounting field or use the torch search tool to find the flexfield you want to use. If you don’t want to split the charge account, go to step 10.

#### Splitting the Charge Account

6. Click the Add Another Row button.
7. Either select another Nickname or complete the ECU Flexfield Account field for the new expense account (as per step 4 or 5).
8. Update either the Percent, Quantity, or Amount fields to accurately reflect how you want to split the expense.
9. Repeat steps 6 – 8 for each new charge account you need.

**IMPORTANT!**

The system will not allow you to Return to the previous screen unless the Percent Total equals 100.

10. If you want to apply this split (or charge account change) to all your requisition lines, select ‘Apply this Cost Allocation information to all applicable requisition lines’.
11. Click the Return button to return to the ‘Requisition Information: Edit Lines’ screen.

**IMPORTANT!**

Note that the Chart Account field reads as ‘Multiple’ when it has been split.

12. Click the Return button to return to the ‘Checkout: Requisition Information’ screen.

**Next Step – Continue with the requisition checkout [PO-011] [PO-012] [PO-013] [PO-014] [PO-015]**