Changing / Splitting the Charge Account

During the checkout process you may wish to change or split the charge account. By splitting the charge account you can directly charge the expense to the areas who are contributing.

To change 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. (B) Edit Lines to progress to the 'Requisition Information: Edit Lines' screen.

2. (H) Accounts.
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 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.

**To split the expense across multiple charge account**

6. (B) Add Another Row.
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 field(s) 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. **(B) Return** to return to the ‘Requisition Information: Edit Lines’ screen.

12. **(B) Return** to return to the ‘Checkout: Requisition Information’ screen.

! IMPORTANT !

Note that the Charge Account field reads as ‘Multiple’ when it has been split.
Next Step – Continue with the requisition checkout