When creating a requisition, an option exists to share the cost of a line item between two or more cost centers.

1. After entering information in the Item Overview section, focus on the Item tabs.
2. Enter the item price on the Valuation tab.
3. Click on the Account Assignment tab.
4. Enter the G/L Account; Cost Center; Unloading Point; and Recipient.

5. Click on the Multiple Account Assignment button.
6. In the Distribution field, choose the distribution method from the drop-down menu: Distribution on quantity basis; Distribution by percentage; or Distribution by Amount.

7. In the Partial Invoice field, choose the payment method for partial invoice from the drop-down list: Derive from Account Assignment Category; Distribute in Sequence; or Distribute Proportionally.
Create a Purchase Requisition for Items Assigned to Multiple Cost Centers

8. On the line items, enter the appropriate financial data in the columns based on the Distribution choice.
   NOTE: The system will accept only whole numbers, not decimals. As a result, percentages must be entered as whole numbers. 50 percent is 50, not .50.

9. Once you have completed all line item entries, move on to the next tab or complete the requisition.