**Splitting charges by Project and Activity codes 12.2**

iProc Requisitioner **|** Oracle Financials

This guide is intended for iProc Requisitioners who have started the process to raise a requisition in the iProcurement (iProc) part of the Oracle Financials system and want to split the charge for the requisition to more than one Activity and Project Code.

Some requisitions need to be split across multiple charge accounts if they relate to more than one budget. Separate lines can be put to different codes on the same requisition and individual lines can be split across multiple accounts.

Assigning a requisition to multiple charge accounts will generate an approval chain which includes all the relevant budget holders.

To split the charge for a requisition to more than one Activity or Project you will need to:

1. Create your requisition in the normal way, by adding items to your *Shopping cart* and then proceed to *View cart and Checkout*.
2. From the *Shopping Cart* screen, click on the **Charge Account** link. All requisition lines will be shown.
3. Select the **Update** button for the requisition line that you need to split the charge. The *Requisition Information: Update Selected Line* screen appears showing the details for the selected line.
4. Populate Activity or Project information as required
5. Click the **** button to Add Another Row button which sits above the *Line* field.
6. Populate Activity or Project information as required
7. Enter the split for this second *Charge Account* by typing the figure into any of the three available fields (*Percent*, *Quantity* or *Amount*) and then press the **Tab key**. Eg typing 50 into the **Percent** field means that 50% of the cost of this requisition will be charged to this Activity code. The *Percent*, *Quantity* and *Amount Totals* will have been updated. Check that these are correct.
8. Repeat steps 6 – 8 to split the charge further if necessary.
9. Once the *Percent Total* adds up to 100, click **Apply** to save the changes. The *Edit and Submit Requisition* screen appears.
10. Repeat steps 3 – 10 if you need to split the charges on any other lines on this requisition. Click **Apply** again to return to the *Edit and Submit Requisition* screen.