

To add more than one account to be charged – split by Percentage %:

For example 50% to one account and 50% to another:

▼ Default Accounting for Report ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name	
100.00	SFUNV											-

+ Add Chartfield Line  Load Defaults  Apply

Click on “Add Chartfield Line”

▼ Default Accounting for Report ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name	
100.00	SFUNV											-
0.00	SFUNV											-

+ Add Chartfield Line  Load Defaults  Apply

Then enter 50% for each line and then enter the accounting information:

▼ Default Accounting for Report ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name	
50.00	SFUNV											-
50.00	SFUNV											-

+ Add Chartfield Line  Load Defaults  Apply

Once this is done enter the “Project Alias” of each grant then hit enter.