

How to Split Fund an Order in Gateway



- On the requisition, click on the pencil icon in the upper right corner of the Accounting Codes section to edit Accounting Codes.

Accounting Codes									
Department	Account String	Sub Account	Cost Type	Fund Type	Award Type	Award End Date Within 90 Days	Award End Date	Account Group Code	Department Invoice Review
no value Required	no value Required	no value Empty	no value	no value	no value	no value	no value	no value	no value



- Hover in the lower right corner to bring up the add split function. Click on the plus sign to add split.

Edit Accounting Codes

Account Code

Department *	Account String *	Sub Account	Cost Type	Fund Type	Award Type	Award End Date Within 90 Days	Award End Date	Account Group Code
<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Value	No Value	No Value	No Value	No Value

add split

Save Close



- Add in the different account strings including the split percentage and click save.

Edit Accounting Codes

Account Code

Department *	Account String *	Sub Account	Cost Type	Fund Type	Award Type	Award End Date Within 90 Days	Award End Date	Account Group Code	Department Invoice Review	% of Price
MSII	OPER-MSR01-8-448...	3	SUP	6 - Endowment Funds	No Value	No Value	No Value	300050 - CURR EXPENDITURES-RESEARCH	MSII	50 (\$ 43 USD)
MSII	OPER-MSR02-8-448...	3	STG	6 - Endowment Funds	No Value	No Value	No Value	300050 - CURR EXPENDITURES-RESEARCH	MSII	50 (\$ 43 USD)

Split Total 100%
(10.85 USD)

Save Close