



## Split a Purchase Requisition

In Workday, you can split your purchases between multiple cost centers or worktags within the same Company on the Workday Checkout page. Workday allows you to split the purchase by either percent or amount. You can also set a default split to use on multiple lines or requisitions. Follow the instructions below to split your requisition Goods or Services lines.

### Enter Split of Requisition Line(s)

1. From the Workday Checkout page, scroll to the right of your Goods or Services line, and click the Split icon. Note that the icon will display "0" if no splits are entered and will display the number of splits once entered.
2. The split window will open.
3. The total of the purchase item line that has been split and the remaining amount to split will display.
4. Select the + to add a row.
5. Enter the Percent to split by percentage or Dollar Amount to split by amount. Note if you enter a percentage, the amount will calculate. If you enter a dollar amount, the percentage will calculate.
6. Scroll and enter appropriate memo, worktags, etc. for each line of the split you enter.
7. Click **Done** to apply split.
8. Split icon will display number of splits for the purchase line. To view the split, click the icon.

Services

1 item

*Fund	*Operating Entity	Work Order	Location	Additional Worktags	Splits
× FD001 General Fund	× OEMCA Medical Center Administration		× 2525 WEST END AVE (LOC00248)	× Function Code: FC23023 Institutional Support - General Administration	0 <b>1</b>

Split by **2**

30,000.00 USD  
Amount Split Remaining Amount to Split

2 items

+	Percent	Amount	Memo	Project	Grant	Gift
-	50 <b>5</b>	15,000.00			<b>6</b>	
-	50	15,000.00				

**7** Done Cancel


Additional Worktags	Splits
	2 <b>8</b>



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### Set & Update Default Splits

1. From the bottom of the Workday Checkout page, click the three dots icon  and select **Edit Requisition Defaults**.
2. On the Edit Requisition Defaults page, scroll down to the Default Worktags and Splits section and select **Use Default Splits**.
3. Complete the **Split** information using steps 4-6 on page 1. Note if a previous default has been entered, it will display and can be **applied** (step 4) or **adjusted**.
4. Click **Apply**.
5. The split will be applied. To view, click the split icon (see step 8 on page 1).



Goods

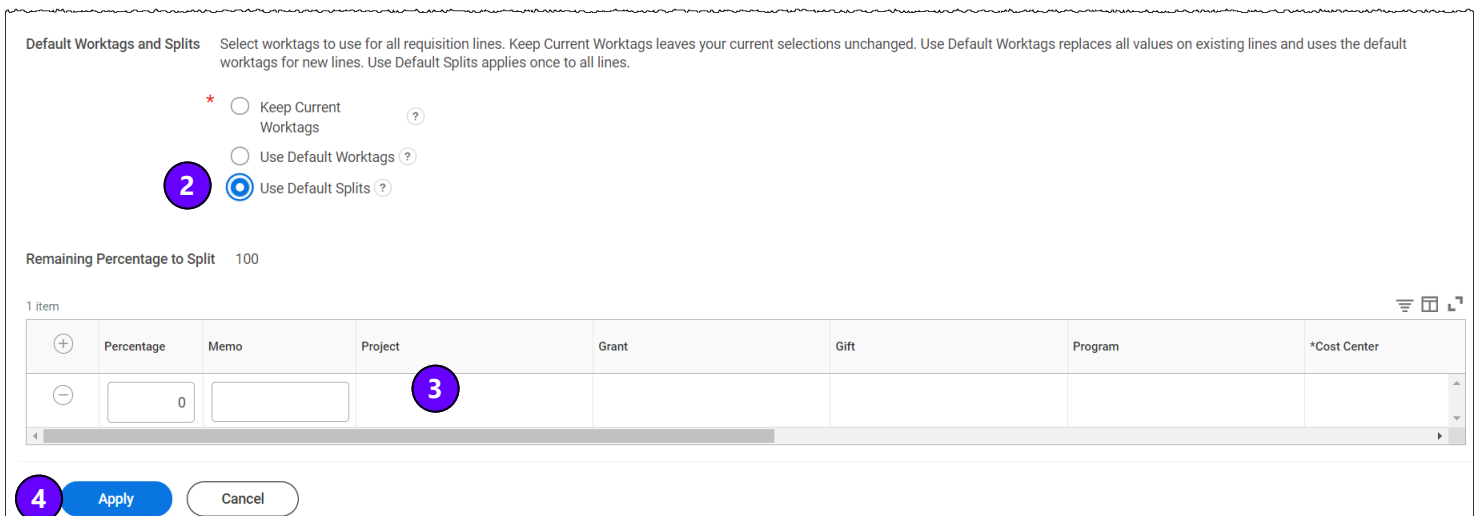
0 items

1 Edit Requisition Defaults

Edit Address

Cancel

Submit Save for Later Continue Shopping ...



Default Worktags and Splits Select worktags to use for all requisition lines. Keep Current Worktags leaves your current selections unchanged. Use Default Worktags replaces all values on existing lines and uses the default worktags for new lines. Use Default Splits applies once to all lines.

\*  Keep Current Worktags ?

Use Default Worktags ?

2  Use Default Splits ?

Remaining Percentage to Split 100

1 item

	Percentage	Memo	Project	Grant	Gift	Program	*Cost Center
-	0		3				

4 Apply Cancel