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.

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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.**

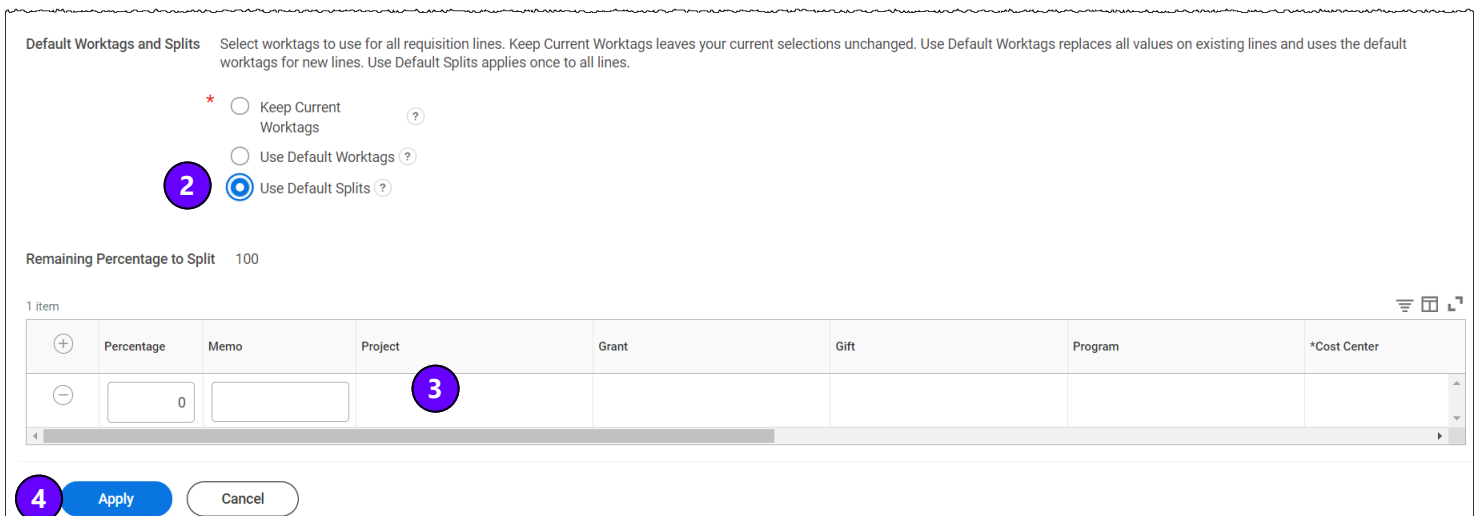5. The split will be applied. To view, click the split icon (see step 8 on page 1).