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| Account Assignment for any line item can be distributed across multiple Cost Centers and/or WBS Elements |
|  **Role:** Staff | **Frequency:** As Needed |

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| **Assigning Cost to Multiple Accounts** |
| 1. From the Account Assignment tab, select whether the split will be by percentage or quantity.  |  |
| 2. Click **Add Line** to create a new line for each account that will be used. |  |
| 3. Enter the percentage or quantity to be assigned to each cost object.4. Select the Account Assignment Categories for each.5. Enter the cost object and applicable GL numbers. |  |