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

|  |  |
| --- | --- |
| **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. |  |