**Subject: Applying Splits/Allocation at the Line Level Only**

If you need to split the cost of the order across different account codes, perform the spit/allocation at the *line level* and NOT at the header level. This is necessary in order for the resulting PO to properly post to PeopleSoft*. Failure to do so will require the creation of a new PO and result in processing and payment delays.

* PeopleSoft does not support splits at the header level.
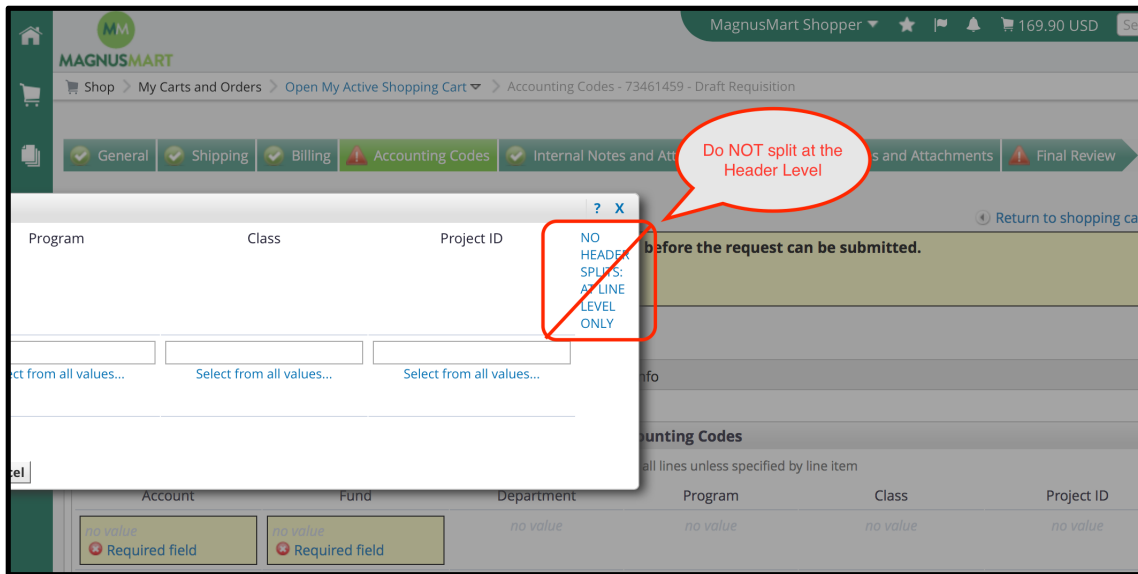
Enter the required Account and Fund codes on the header and then perform the required splits at the line level.