Options for entering budget information:

1. Click **Edit** to complete single or multiple budget information for an individual item

2. Click **Mass Edit** to complete single or multiple budget information for several items
By clicking on **Edit**, the **Accounting-by Line Item** box will appear

- For individual item:
  - on a single budget enter **Budget Number** or choose from drop down menu
  - on multiple budgets click on **Split Accounting**

- Click **Done** to continue

*If applicable, include task, option, project codes (PCA codes)*
### When using **Split Accounting:**

Choose **Percentage** or **Amount** from **Split By** option menu

**TIP** Quantity option is NOT applicable to Travel

**Split By defaults to percentage calculation**
- Enter **Budget Numbers** or choose from drop down menu
- Enter amounts or percentages in **Split Amount** fields
  
  *If applicable, include task, option, project codes (PCA codes)*
For more than two budgets click **Add Split**
• Click **Update** to view allocated amounts
• Click **Done**
• Or Click **Cancel**
• A **Mass Edit** can only be done after all items have been entered
• A **Mass Edit** may be performed on **ALL** items or on two or more items
1. To use **Mass Edit** on **ALL** items using single or multiple budgets, highlight one item by placing cursor anywhere on item row

2. Click **Mass Edit**

3. Click **OK** to perform **Mass Edit** on **ALL** items
For **Mass Edit** of select items

- Use **Shift-Click** to select adjacent items
- Use **Ctrl-Click** to select non adjacent items
- Click **Mass Edit**
• For single budget enter **Budget Number** or choose from drop down menu, then click **Next** to continue

• For multiple budgets click on **Edit/Split Accounting**

  **TIP**  **Mass Edit** can only be split by percentage

  *If applicable, include task, option, project codes (PCA codes)*
1. Enter budget numbers or use drop down menu
2. Use **Add Split** for more than two budgets
3. Enter percentage splits for all budgets
4. Click **OK** when all budgets and percentages have been entered
Click **Update** to view allocations of budgets

Click **OK** when done
Click **Next** to review charges